

# ORWELL PARISH COUNCIL

**Unapproved** Minutes of the Parish Council meeting held in the (back room) of the Village Hall on Wednesday 18<sup>th</sup> February 2009 at 19:30 hrs.

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

**In attendance:** Cllr Kindersley (County Councillor) and Mrs J Damant (Clerk)

There was one member of the public in attendance but no press.

Points raised by the public: Would like to put ideas forward for the spending of the Chapel Orchard prize money of £500. Ideas included updating computer software, History Group, Footpaths and Village Trail leaflet, Training and notice board.

## Action

### 1. Apologies for Absence

Cllr D Bird (District Councillor) and Mr W Talbot.

### 2. Declaration of Interests on the Agenda

There were no declarations of interest.

### 3. Minutes of the last meeting 21<sup>st</sup> January 2009

It was proposed by RB and seconded by RP that the minutes of 21<sup>st</sup> January 2009, subject to the following amendments, be approved as a true record, agreed by all members and signed by the Chairman.

Pg 547, item 15 Police – The statement that the police will be looking into the incidences of vehicles being broken into, should have been linked with the Police Neighbourhood Panel and not the Annual Conference of the Neighbourhood Watch.

Pg 547, item 15 Tree Warden – The Chestnut Tree and Apple Tree were only part of a larger quote which also included other maintenance work at the Mulberry and the carpark at a cost of approximately £300, it was the whole quote which the council agreed.

Pg 547, item 15 Glebe Field – should read 'the fencing along the bottom boundary' behind No. 13 High Street'

### 4. CCC Report

The Neighbourhood Police Panel met in January, the issues raised included speeding, vandalism and breaking into vehicles. The next meeting will take place on 22<sup>nd</sup> April at Gamlingay Village College.

A successful police operation took place along the A1198 and the A603 involving 25 officers. It is proposed that the council tax will increase by 3.9%. There are three main areas which could be affected by the recession:

- a) The guided bus will open this year but there may be areas still unfinished
- b) Northstowe will not happen anytime soon
- c) Roadworks on the A14 will be delayed

Parish Council is urged to respond to the Transport Innovation Fund questionnaire.

There is to be a meeting on the 3<sup>rd</sup> March at 7 pm. in the Community Rooms, Elin Way, Meldreth to discuss the proposed changes to the services at Shepreth and Meldreth railway stations.

Items raised by councillors were:

#### 1. Flooding:

Flooding has occurred again at the bottom of Leaden Hill, Cllr Kindersley said that there was a bid in for the works to be carried out next year but he will enquire from the Highway Department to see if it can be brought forward.

**SK**

During the recent bad weather there has been flooding on Hurdleditch Road, this was caused by water running off the fields. The ditches are the responsibility of the landowner, if the field ditches are blocked it is the landowners responsibility to clear them.

#### 2. Roads and Footways:

The condition of the road and footways are very bad throughout the village. Cllr Kindersley explained that the Highway Department are trying to repair potholes but due to the extreme cold weather their work had increased dramatically.

#### 3. Blocked Drains:

There appears to still be problems with the drains outside 14 Lotfield Street and the Village Shop. Clerk to ask Highways if they could inspect them again, they may need jetting.

**Clerk**

#### 4. Gritting:

Concern was expressed that pavements are not gritted, especially around the Sheltered Housing areas.

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## 5. **SCDC Report**

1. Costs of Maintenance in the Village - Cllr Bird is in discussion with Simon Edwards and the SCDC Finance team but is still awaiting an answer. **DB**
2. Times of Road sweeping in Orwell - Cllr Bird has contacted Stuart Harwood-Clark and is still waiting for a reply **DB**
3. Housing Futures and Sheltered Housing services - South Cambridgeshire Village Homes (SCVH) would continue to provide a sheltered housing service, which includes personal support and the maintenance of communal facilities for the use of residents at no extra cost. The increased resources available for both staffing and capital budgets mean that SCVH would be able to offer an enhanced service.  
Cllr Bird reaffirmed that the SCVH staff will, for the most part, be those currently providing the service now.

### Other news:

The Housing Future proposal for tenants is now ready and this will be distributed to all tenants over the next few weeks.

For those who have difficulty using Public Transport, SCDC have partnered with Cambridge Dial-a-Ride service to offer a safe, affordable and individual door-to-door service to and from Cambridge for anyone wishing to visit friends, go shopping or just go for an outing. This is a non-profit, membership organisation, which currently goes from Orwell every Tuesday, departing at 10:00 a.m. and returning at 2:00 p.m. Further information, for services from other villages and details on membership and fares, is available by calling Cambridge (01223) 506335, by email on [camdar05@hotmail.co.uk](mailto:camdar05@hotmail.co.uk), or on the Internet at <http://www.colc.co.uk/cambridge/dialaride/>

A new general planning advice service, designed to help local people and businesses better navigate and understand the planning process, has been introduced by South Cambridgeshire District Council (SCDC). Expert advice and answers to general planning queries is now available from SCDC's planning Duty Officer from 9am to 5pm, Monday to Friday. Just call (01954) 713155 or visit the Council's Cambourne office to use this new service. Each day, an officer from the planning service will be there to offer help and advice on many topics including;

- a. General planning questions
- b. Householder development proposals for applicants or neighbours
- c. Technical planning questions
- d. Completing application forms
- e. Information on fees and other charges
- f. Guidance on interpreting plans and drawings
- g. Confirmation of the validity of applications delivered to the Council's office

Further details are available by calling SCDC at (01954) 713262 or email to [communications@scambs.gov.uk](mailto:communications@scambs.gov.uk)

As part of the wider South Camb's Planning Obligations Strategy being developed as part of SCDC Planning Policy in 2009; to help build priorities for future SCDC capital grants; and to provide support to villages bidding for external funds, the new Communities Service function has commissioned Strategic Leisure to complete an audit of village halls and community facilities across South Cambs, with work starting in mid February.

Strategic Leisure will be contacting Parish Councils and Village Hall Committees over the next two or three weeks to arrange for site visits to Village Halls; when they will be looking at the size, age and general condition of the facilities as well as the range of accommodation, usage and running costs.

## 6. **Financial Matters**

The financial statements for February were received and considered. It was proposed by RB and seconded by RP that the financial statements could be signed as a true record, all agreed. The Chairman then signed the statement.

It was proposed by RP and seconded by RB that the following payments were approved for payment plus any additional payments. Cheques were then signed by RB and KR.

| Name                    | Cheque | Gross    | Vat | Net      | Description              | Power              |
|-------------------------|--------|----------|-----|----------|--------------------------|--------------------|
| Mrs J Damant            | 401388 | 365.61   | 0   | 365.61   | Clerk salary             | LGA 1972 s 112     |
| PAYE & NI               | 401389 | 113.97   | 0   | 113.97   | Inland revenue & NI      | LGA 1972 s.112     |
| Mrs J Damant            | 401390 | 10.68    | 0   | 10.68    | Clerk expenses           | LGA 1972 s 112     |
| CCC                     | 401391 | 2,489.30 | 0   | 2,489.30 | Street Lighting          |                    |
| Cambridgeshire ACRE     | 401392 | 5.00     | 0   | 5.00     | Playing fields addition  | LGA 1972 s 143     |
| Meldreth Parish Council | 401393 | 60.93    | 0   | 60.93    | Office Rent for February | LGA 1972 s 133     |
| Meadow Nursery          | 401394 | 370.00   | 0   | 370.00   | Village maintenance      | OSA 1906 ss 9 & 10 |

|           |        |      |   |      |                |                              |
|-----------|--------|------|---|------|----------------|------------------------------|
| P Adamson | 401395 | 9.00 | 0 | 9.00 | Window cleaner | LGA misc provisions 1953 s 4 |
|-----------|--------|------|---|------|----------------|------------------------------|

LGA – Local Government Act

OSA – Open Space Act

There was one additional payment (shaded)

Additional payment proposed by RP, seconded by RB all agreed

Prize money update – Prize money of £500 has now been received from the Calor Village of the Year Regional Award (Environmental 2007).

Financial Risk Assessment Part II – still ongoing.

7. **Planning**  
 SCDC Decisions:  
 S/2109/08/F – 14 Lotfield Street permission has been granted for extensions. The hedge is to be reduced to maintain a height not exceeding 0.6m above the level of the highway.  
 Affordable Housing – So far there has been a positive response from the ‘Needs Housing Survey’ circulated by Cambridgeshire ACRE. RB suggested that Catherine Shilton (Rural Housing Enabler - ACRE) should attend the Annual Parish Meeting on 6<sup>th</sup> May when it is hoped that the results of the Needs Survey will be known. He will also contact Mike Sugden of Circle Anglia to see if he could also attend the Annual Parish Meeting. **RB**
8. **Community Grants: – Application for a grant to repair the play equipment and establish an outside gym:**  
 Grant applications are now being prepared. **WT**
9. **Correspondence and Clerk’s Report**  
 All correspondence was circulated.  
 A copy of a letter sent to Mrs Ward by Andrew Stimpson (CCC) concerning her hedge, which is encroaching onto footpath No. 5, implied that the Parish Council would provide financial assistance to rectify the matter. This is not so and has been firmly rebutted. Andrew Stimpson will contact Mrs Ward to clarify the situation.  
 New sites for mineral and waste development – deadline is 9<sup>th</sup> March, all councillors to review. **All**  
 Please pass any comments to the Clerk.  
 KR will respond to Communities in Control paper, - deadline is 12<sup>th</sup> March. **KR**  
 Cambridge Transport Commission – deadline is 6<sup>th</sup> March, Councillors to respond individually. **All**
10. **Parish Plan - update**  
 Report submitted by WT, RB read out in his absence.  
 The revised draft document has been circulated to the Steering Group and hopefully there will be meeting in March to discuss and distribute the final draft to the village for comment.  
 The meeting with the Youth Participation officer has been arranged for mid March to discuss the youth elements of the Plan.  
 The arrangement for undertaking a biodiversity action plan has been agreed with the Biological Records Centre. A protocol is being prepared for testing with the Scouts and Guides.
11. **Parish Council Standing Orders**  
 The draft has now been completed and will be circulated for discussion at the next meeting. **All**
12. **Village Maintenance**  
Fire damaged bench – insurance claim  
 Is in hand **Clerk**  
Painting of bench slats and the Recreation Ground and Meadowcroft Way  
 Still to be done **KR/MK**  
Bench at Hurdleditch  
 MK to forward the cost of the plinth to the Clerk so invoices can be sent to Highways. **MK/Clerk**
13. **Notice Boards**  
 JC circulated a paper with costings for obtaining two new notice boards. It was proposed by RP that two notice boards should be purchased from Harry Stebbings to be positioned in front of Mr Chamberlain’s wall opposite the shop at a cost of £2,422.82, this was seconded by CW all agreed. The wording on one board to be ‘ORWELL PARISH COUNCIL’ and on the other ‘VILLAGE OF THE YEAR 2006’, this was proposed by RP and seconded by KR all agreed. JC will check the lettering and sizing so that the boards will match. RB will check with Highways about the power cable that runs underneath the ground near the area where the boards will be erected. The notice board, currently outside the shop, will be repositioned opposite the hairdressers. The additional costs of installing all the boards and renovating the old notice board are likely to be around £350.00. **JC/RB**

- 14 **Dog Fouling**  
Dog fouling laminated posters indicating 'hot spots' will be put up in the village. An article will be put in the Bulletin. Mr L Covington has agreed to make the post and boards. RB and KR will be the contacts. **KR/RB**
15. **Peter Kruger's Report**  
The council discussed the report and it was proposed by RP and seconded by JG that a letter be written to Mr Kruger. RB to write. **RB**
16. **Committee Reports and Areas of Responsibility**
- Village Hall**  
Mr Skipper has been contacted with regards to the fixing of the telltails. The committee is not due to meet until 28<sup>th</sup> April.
- Clunch Pit**  
The winter maintenance plan will go ahead in March 2009; the work will take five days. The Butterfly Conservation visited on 15<sup>th</sup> February and removed a considerable area of dried grass and brambles. The Annual Maintenance grant of £726 has been received from Natural England. The Rural Payment has also been agreed, the parish council would like to thank Mr Simon Damant for his help in obtaining a grant of £310.88. The next meeting will be on 12<sup>th</sup> March.
- ORCA**  
Scheduled to meet on 4<sup>th</sup> March 2009. KR will write an item for the Bulletin explaining how to book facilities. KR agreed with MK that the back hedge needed to be cut along its entire length. MK to instruct Meadow Nursery. **MK/KR**
- Footpaths**  
The parish council did not use the P3 grant last year, as the work was kindly done by Mr and Mrs Avery. However, the path has now suffered damage due to sledging. RB and JA to establish if the path will need further work. If it is felt that the money already received will be sufficient to cover the cost, an application will not be processed this year. **JA/RB**
- Car park**  
The responsibility for the car park will now be undertaken by CW. The light (poss 56), is still not working, Clerk to report it. **CW  
Clerk**
- Village sign**  
Needs to be washed.
- Neighbourhood Watch**  
Neighbourhood Watch is soon to be launched. The report on the Cambridgeshire Neighbourhood Watch Executive Group meeting will be circulated. **KR**
- Tree Warden**  
MK will ask Meadow Nursery to give a quote for the planting of 12 trees along Hurdleditch Road. RB will also contact the Tree Officer (SCDC) to enquire if they still offer a free tree service. **RB/MK**
- Church/Burial Ground**  
JG is contacting the Community Service Organisation to seek their assistance in firming up the loose headstones in the churchyard. **JG**  
Church Wall – report submitted by WT read out by RB  
Costs of repairing the wall for the church have been requested from three alternative contractors. The repair is now part of the churches maintenance plan for the year. The PCC is budgeting for repairs, which will not be taking, place until the summer, so hopefully reducing the chances of the problem reoccurring.  
Weed killing has been done in the burial ground.
- Glebe Field**  
Nothing to report.
- Allotments**  
Mr Smith (30 Fishers Lane) has requested that a fence be erected between his property and the allotments, SCDC are considering the request. It is possible some land behind Chapel Orchard could become available for additional allotments. KR is to put a notice in the Bulletin to try and establish the need. **KR**
- Youth Liaison**  
Report submitted by WT, read out by RB  
The training of the youth committee is starting, and they have written a small piece for the Bulletin. They are also planning a meeting for all the young people in the village to talk about plans and involve their peers in the development process, with the aim to launch after Easter. The group is also being considered for a High Sheriffs Award. Fiona Richardson and Wayne Talbot will be attending the relevant Safeguarding Children Training as soon as can be arranged.
- Parish Council Web Site**  
Has now been updated with the Parish Council minutes, the Freedom of Information template now needs to be displayed. Clerk to email Andy Lee. **Clerk**

16. **Councillors' Reports**

**MK**

The bollard at the top of Hurdleditch Road has been knocked down. Clerk to contact Dennis Vacher.

**Clerk**

Manhole, on the left of the entrance to Lordship Close, is beginning to break up. Clerk to contact Dennis Vacher.

**Clerk**

**RP**

RP has handed paperwork on various past village events to Mrs S Miller. The question arose as to whether they should go to the History Group or should they go to Shire Hall for archiving. The matter of the village having its own archives and where it could be located will be discussed at the next meeting.

**WT** (read out by RB)

Have received a notification of a grant for £969 for anti vandal measures for the pavilion and Chapel, this will also include lights for the pavilion. The notification highlighted that the involvement of young people in helping to establish a youth club was seen as beneficial. WT will contact the relevant people to get the money released before the 27<sup>th</sup> March deadline.

**WT**

**Councillors items for next agenda and closure of meeting**

Village Archiving

Maintenance Programme

Allotment land

Chapel Orchard Prize Money

Notice Boards – power cable

There being no further business the meeting was closed at 22.50hrs.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Chairman

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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.