

ORWELL PARISH COUNCIL

UNAPPROVED MINUTES OF ORWELL PARISH COUNCIL

A meeting of Orwell Parish Council was held in the back room of the Village Hall on 19th October 2011 at 7.30 pm

Present: Mr W Talbot – Chairman (WT), Mr Steve Sparkes – Vice Chairman (SS), Mr P Grant (PG), Mr C Hoptroff (CF), Mr M Kenyon (MK), Mr R Primett (RP)

In Attendance: Mrs J Damant – Clerk and Cllr S Kindersley -CCC (SK)

- 107/10/11 Apologies for Absence:**
Apologies have been received from NW, JA, and JG
- 108/10/11 Declaration of Interests both personal and prejudicial for items on the agenda:**
There were no declarations declared either personal or prejudicial.
- 109/10/11 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
There were three members of the public in attendance.
Items covered:
Mrs S Miller gave an overview on the position of the Bulletin. Mrs Miller has made enquiries on changing the printing method so that the photographs would be of a higher quality, and to increase the advertising pages by a further 2. There is presently 10 on the waiting list. At the moment the bulletin is self financing as the money received from advertising covers the printing costs. Mrs Miller has approached Hales, who currently to the printing and is currently waiting for their quote (see item 116/10/11), she has also approached other companies. This matter to be discussed at a later date when more information is available.
Website needs to be updated, this was currently being done.
It was suggested that a notification of when the minutes are on the notice board should be sent to Jill Whiteoak for the village email. Draft minutes will be put on the notice board.
- 110/10/11 Minutes of the last meeting (21st September 2011)**
Following minor amendments the minutes were proposed by WT and seconded by SS all agreed. The Chairman then signed the minutes as a true record.
- 111/10/11 CCC Report:**
1. Conditions of footways and roads in the village – There is to be a meeting on 25th October at 2pm with WT, MK, Stuart Hardwood-Clark (SCDC), Dennis Vacher (CCC), and Cllr Kindersely (SCDC).
2. Surface water from 7 and 9 High Street being directed onto the Footway (is being investigated by Highways). Nothing to report.
3. Impact on budget cuts on local public transport. (C2 and 75). Still ongoing
4. Hedge at the top of Hillside. SK and Clerk have reported this to Highways.
Other items:
SHLAA – This process occurs every 7-10 years and out of 270 sites listed less than 20 will be allocated as Strategic Housing. The public consultation will take place in the Summer 2012 (see item 117/10/11)
Speed limit on A603 SK has contacted Alex Plant (CCC) enquiring as to when the speed limits will be implemented. At the moment they are not sure as the process is not simple.
Windfarms on CCC land – The updated news is that wind farms will now be looked at on an individual basis.
Footways – it was raised that Barrington have had their footways repaired and that they were not in such a bad state of repair compared to Orwell. SK did not have an answer but this will be raised at the site meeting on 25th October.

112/09/11

SCDC Report: Report not received in time

1. Investigate the fuel oil entering the brook (SCDC Environmental Team)
2. Footways on the High Street, damaged by the SCDC road sweeper.

113/10/11

Financial Matters:

1. Financial Statements for September and October – proposed by RP and seconded by CH all agreed.

2. Payments and Additional payments for October

| | | | |
|--------------------------|-----------|-------------------------|---------------|
| 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 |
| PWLB | £2,620.00 | Loan | LGA 1972 s111 |
| Moore Stephens | £ 393.00 | Audit fees | LGA 1972 s111 |
| Information Commissioner | £ 35.00 | Data protection | LGA 1972 s113 |
| Fulbourn Parish Council | £ 168.00 | Cllr training | LGA 1972 s111 |
| Clunch Pit Committee | £ 660.30 | Natural England grant | LGA 1972 s113 |
| Inland Revenue | £ 121.89 | PAYE/NI Sept | LGA 1972 s112 |
| ORCA | £2,600.00 | 2 nd payment | LGA 1972 s113 |

additional payment is shaded.

3. Deposits

| | | |
|-----------------|-----------|----------------|
| Precept | 15,101.50 | |
| Natural England | 660.30 | Annual payment |
| Allotment rents | 30.00 | |

4. Signatories for chequeing account - ongoing

5. New bank account for S106 money

6. New set up for receiving and paying invoices

7. Audit – has been passed with no comments (clear audit)

114/10/11

Planning:

Affordable Housing (Hurdleditch Road) - Meeting with Parish Councillor's and residents with Circle Anglia and SCDC – WT has been in contact with Shuyilar Newsted (SCDC) and Mr Lansley MP has also been making enquiries. There is concern over the drainage capacity which could make this site financially non-viable.

Planning meeting of the 19th October (there was not mid-month meeting) – verbal report
There were no planning applications.

SCDC Decisions:

4 High Street, S/1449/11 Permission has been granted for the erection of a detached garage and garden store.

33 Town Green Road, S/1495/11. Permission has been granted to replace existing shop and post office destroyed by fire.

115/10/11

Risk Assessments: including financial risks

It was proposed by CH that the Clerk requests a 30 day free trial package from dmh solutions, if the software is good then it can be purchased at a cost of £83 plus vat seconded by MK all agreed. SS and CH will look at the software. **Action: Clerk**

116/10/11

Correspondence and Clerk's Report:

Training and information regarding planning on Tuesday 25th October at Cambourn from 4.45pm to 7pm. NW, SS and CH to attend.

Roles & responsibilities – Localism at Ely Cathedral Centre on Monday 14th November, Clerk may be able to attend.

P3 meeting at Toft on November 1st, 7.30-9, emailed to JA

HCV Meeting - 29th November at Swavesey College 19.00 hrs

Burial Ground training with SLCC cost £90 shared with MPC

Bulletin – it was proposed by RP and seconded by CH that due to the time constraints of getting the December issue out Mrs S Miller could have a further £200 for printing costs for December, all agreed. This will be done by Hales.

Once all the information of costings has been received the matter will be discussed again along with the advertising pages as there is a limit to what can be handled.

Memorial bench - There is to be a memorial bench placed in the churchyard, near the garden of remembrance, this is waiting for a faculty from the Diocese of Ely.

Correspondence circulated - Memorial seat to be placed near the memorial garden in the churchyard; localism bill, CCC budget cuts, P3 meetings; training dates; CRIF; audit, CCC report, SHLAA; diamond jubilee

- 117/10/11 Strategic Housing Land Availability Assessment: (SHLAA)**
SHLAA : There is one site registered – land adjacent to primary school and land to the north of St Andrews Church. WT reported that the land behind the church which is owned by the Diocese of Ely and managed for them by Carter Jonas (Glebe field) is to be withdrawn.
- 118/10/11 Emergency Plan:**
Clerk is presently trying to book a meeting with Lawrence Green (SCDC), along with other parish councils to look at ways that this can be achieved.
- 119/10/11 Communication and Knowledge Sharing in the Parish**
This is work in progress, meeting to be arranged.
- 120/10/11 Parish Plan:**
Not everyone has seen the plan, Clerk to print off and circulate. **Action:Clerk**
- 121/10/11 Village Maintenance:**
1. Trees at Manor Farm – awaiting report from arboriculture officer. Highways are still trying to contact the landowner.
2. Village furniture – annual check update from MK – still to be finished
3. Grass cutting tenders – Anita Goddard (SCDC) stated that there had been little interest from parishes and that SCDC will not be pursuing this initiative any further.
Other items: PG reported that the plum tree at Stocks Lane needs to be cut back. MK will investigate. **Action:MK**
- 122/10/11 Queens 60th Birthday Celebrations:**
Wimpole would like to join with Orwell in celebrations. Wimpole would like to know if this is possible by 31st October – request has been forwarded to the committee.
RP submitted a proposed schedule of events and this will be finalised at Easter.
Clerk to enquire with SCDC about the beacon. **Action:Clerk**
It was proposed by RP that the funds could be managed by the Parish Council, seconded by WT all agreed. Town Green Road will also need to be closed.
- 123/10/11 Recreation Ground Redevelopment:**
PG reported that a resident was concerned about the play equipment in the Recreation Ground and when was it going to be replaced. WT will report this to ORCA. Clerk would like to see the RoSPA report. Clerk will check the play equipment weekly until ORCA have someone in place to do this. **Action: WT/Clerk**
- 124/10/11 Replacement of the Village Hall:**
The Village Hall Committee have decided to go ahead with the structural work, this would then extend the life of the village hall.
- 125/10/11 Committee Reports and Areas of Responsibility:**
Footpath 6 (Cluch Pit) – the work has now been completed at a cost of £250. Invoice to be sent to Peter Gaskin CCC.
Footpath 5 (church steps)
JG, JA and NW have inspected the steps on footpath 5 and reported that the top step could be removed and a new concrete one put in but the cost would be more than the £200 P3 grant received. They did report that the gate is in need of replacing as the sheep are able to escape.

Meadow nurseries have been asked to submit a quotation for repairs or replacement.
Allotments: NW has spoken to Philimore's Garden Centre who are happy to support the allotment competition and will provide a voucher to the value of £40 (£20 provided from the parish council).

- 126/10/11 Repairs to Church Footpath:**
Clerk to get quotations for the work needed for the footpath at the front of the church and the footpath at the back leading to the burial ground. **Action:Clerk**
- 127/10/11 Councillors' Reports and agenda items for the next meeting:**
CH
Report on the SCDC Liaison meeting.
There is money available from the Community Chest Grants. Cllr to give ideas.**Action:Cllrs**
- On Tuesday's there is 'Dial a ride' in Orwell, and if you have a bus pass you get 50% reduction. CH to put a notice in the Bulletin. **Action: CH**
- 128/10/11 Balfour Beatty – footway lighting contract**
Orwell Parish has signed the contract in September however, within the next few days the Clerk was alerted that this might not be the way to go. There is a new proposal from SCDC. 'to simplify maintenance and contractual arrangements, I am minded to take over all day-to-day maintenance responsibilities for footway lights from Parish Councils, with effect from the start of the PFI contract. This would mean that SCDC would be responsible for all aspects of footway lighting maintenance, including day-today maintenance, renewals and replacements. Parish Councils would no longer have any maintenance responsibilities'. (Paul Quickley SCDC – email of 30 Sept 2011).
A final decision will be made in October. Due to this the clerk has not sent the contract back.
- 129/10/11 Action Points and Agenda Items:**
Street lighting – could some of them be turned off.
Photo voltaics cells on the village hall and pavilion

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.