

Orchard Park Community Council

Minutes of the Orchard Park Community Council meeting held on Wednesday 9th August 2017 at 7.00 pm in the Orchard Park Community Centre, Orchard Park, Cambridge.

Present: Cllrs. A Chan, Q Jawadwala, Y Macaulay (Chair) E Meschini, R Nixon, F Oboloje, A Mason

In attendance: S Thompson (Clerk), L Owen (Centre Manager) County Cllr. D Jenkins and one member of the public.

CC17/052 To receive and approve apologies for absence
Apologies received from District Cllrs. Cross and Davies.

CC17/053 To receive declarations of interest
There were no declarations of interest made.

CC17/054 Public Participation: One member of the public was present.

CC17/055 Co-Option of New Councillors. To consider and approve the applications received in respect of the current two vacancies on the Community Council:

- (a) Applicant One – Apologies received from the applicant (unable to attend due to ill health). In the absence of the applicant, Members considered the personal statement submitted. It was agreed the applicant would be considered for co-option at the next meeting.

Proposed: Cllr. Oboloje **Seconded:** Cllr. Nixon **Vote:** Unanimous

- (b) Applicant Two – After addressing questions from the Council and a brief discussion relating to the duties required of a Councillor Members agreed to the co-option of Adam Mason to the Council. After signing the Acceptance of Office, Cllr. Mason was welcomed to the meeting.

Proposed: Cllr. Macaulay **Seconded:** Cllr. Meschini **Vote:** Unanimous

CC17/056 Minutes of Previous Meeting: The Minutes of the Council Meeting held on 12th July 2017 were considered and accepted.

Proposed: Cllr. Meschini **Seconded:** Cllr. Jawadwala **Vote:** Majority
One abstention.

CC17/057 To Receive Reports from District and County Councillors:

- i) South Cambridgeshire District Council (Cllrs. Cross, Stonham and Davies)
No report submitted.
- ii) Cambridgeshire County Council (Cllr. Jenkins)
Members considered the report submitted by Cllr. Jenkins. Once again, the subject of street maintenance was addressed. Cllr Jenkins advised Members that a meeting has now been arranged with the County Council (Thursday 24th August 2017 at 10.00 am) to discuss Highways Structure and Patch Contacts. The Chair thanked County Cllr. Jenkins for his report and efforts in trying to resolve the current maintenance issues. Cllr. Jenkins left the meeting.

CC17/058 To Receive a Report from the Community Centre Manager.
Members considered the report submitted.

must include a disclaimer in respect of any loss or damage, for submission to the next Resource Committee meeting. **Action: Centre Manager/Clerk.**

Emergency Lighting. The emergency lighting failed the annual test. Currently awaiting costs of repair from Kershaw. Members asked the Centre Manager to ascertain whether our existing contract could be upgraded to include all labour and parts or if another contractor would be willing to provide such a contract. **Action: Centre Manager to investigate and advise.** Members asked if we had any indication that the system would fail. The Centre Manager advised the weekly testing and monitoring was logged, but we had no indication that work would be required. **Action: Centre Manager to report costings for approval to next Resource Committee meeting.**

Replacement Floodlight Bulb. At the last Resource Committee meeting, it was decided the original quotation received for this bulb replacement was too costly (£900). An alternative quotation has been received from Floodlighting Service Ltd who have quoted £410.00. This is for a direct bulb-for-bulb replacement (not LED). The Chair asked what progress had been made in respect of replacing all the floodlights with LEDs. The Centre Manager confirmed that Resource Committee had reviewed the quotation but at this particular time, the costs were far too prohibitive and this matter has been deferred. Cllr. Mason asked if the current floodlight could be upgraded to LED (to start the transfer process). Unfortunately, this is not an option without replacing the whole column. Given this replacement lamp is now becoming a priority, it was agreed this lamp should be replaced at a cost of £410.
Proposed: Cllr. Meschini **Seconded:** Cllr. Mason **Vote:** Unanimous

Waste Bins. The Centre Manager expressed his concern in respect of the lack/inefficiency (too small) of the waste bins provided by the Council. Members were asked to consider replacement. A discussion took place in respect of the noticeable amount of waste generated by CRC students and the food retailers. Cllr. Chan confirmed he was trying to organize a meeting with all parties to discuss this, and other issues of concern (crime). The Chair asked the Centre Manager to provide a review of the requirements and all costings associated with such work. The Chair suggested a conversation with the County Council to replicate the type of bins they provide would be beneficial. **Action: Centre Manager to provide summary of recommendations and costings to next Resource Committee meeting.**
Cllr. Chan to organize community meeting with all parties concerned.

CC17/059 To Receive a Report from the Chair of Resource Committee and adopt the Minutes of the meeting held on 26th July 2017.
Cllr. Nixon provided an update on current matters and a request for 'constraint' in respect of expenditure. Members, having considered the Minutes of the meeting held on 26th July agreed to accept the recommendations contained therein.
Proposed: Cllr. Jawadwala **Seconded:** Cllr. Chan **Vote:** Majority
One abstention

CC17/060 Clerks Report
Members noted the report, it was agreed:

The utility liability would be settled.

The Clerk would progress the matters discussed in respect of unwelcome visitors in Neil Drive. **Action: Clerk**

Cllr. Chan commented that the replacement mobile phone proposed might not be supported in the not too distant future. The Chair recommended Cllr. Chan investigates further and recommends to the Clerk a suitable alternative. **Action: Cllr. Chan.**

The Clerk would co-ordinate the one-to-one meetings with the newly appointed police constable (PC1655 Eleanor Bacchus). Members were asked to notify the Clerk of their preferred date/time. **Action: All**

CC17/061 Members noted the resignation of Cllr. Hosmer, due to relocation.
Sports Facilities Extension:

- i) To receive an update on progress of works.
Members were provided with a copy of the latest site progress meeting Minutes (held on 25th July 2017) and specifically information relating to decisions required:
- a) Colour for internal finishes
 - b) Paint colour for external doors and frames
 - c) Authorisation for the provision of 2 x safety barriers @ additional cost of £588 exc. VAT

Having discussed the matter fully, it was agreed:

- a) Internal finishes – same colour as currently used in Sports Centre (Magnolia)
- b) External doors and frames – same colours as currently used in Sports Centre (grey and white)
- c) Safety barriers should be installed at an additional cost of £588 excluding VAT as per quotation submitted by N&C Glass.

Proposed: Cllr. Macaulay **Seconded:** Cllr. Nixon **Vote:** Unanimous

- ii) To sign Contract documentation
It was agreed Cllr. Macaulay and Cllr. Meschini would sign the contract on behalf of the Council.

CC17/062 **Finance:**

- i) To review and approve July 2017 payments – The Chairman signed the July 2017 payments list.
Proposed: Cllr. Oboloje **Seconded:** Cllr. Meschini **Vote:** Unanimous
- ii) To review and approve the BCR
Proposed: Cllr. Oboloje **Seconded:** Cllr. Meschini **Vote:** Unanimous
- iii) To sign-off current bank statements. The Chairman signed the July 2017 current account statement.
Proposed: Cllr. Oboloje **Seconded:** Cllr. Meschini **Vote:** Unanimous
- iv) To adopt the amended Annual Return of the year ended 31st March 2017 and the restated Annual Return for the year to 31st March 2016 – The Chairman signed the revised Returns.
Members are advised that these accounts replace those previously submitted to the external auditor.
Proposed: Cllr. Oboloje **Seconded:** Cllr. Meschini **Vote:** Majority
One abstention.
- v) To authorise change of signatories and administrator contact details in respect of the following bank accounts:
- a) Lloyds Bank Current Account
 - b) Lloyds Fixed Term Deposit Account
 - c) CCLA Deposit Fund
 - d) CCLA Property Fund
 - e) Cambridge Building Society

Members are advised that CBS will not accept any changes unless the Minutes record the names of those being removed from the mandate and those being added are specifically mentioned. To comply with this request, the following motion was adopted:

Members agreed Mr. D Warren and MS C Hosmer be removed from the bank account list of signatories. Mr. Q Jawadwala will be added as a new signatory.

Proposed: Cllr. Oboloje

Seconded: Cllr. Nixon

Vote: Unanimous

CC17/063 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Exclusion of the press and the public.

MOVE: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting. Members of the public are requested to leave.....

CC17/064 Personnel Matters to include:

- i) To Receive an Update on Resource Review

Members considered the proposal put forward by the Centre Manager (endorsed by the Resource Committee at the July 26th meeting).

The full Minute for this item is recorded in the Confidential Minute Book.

CC17/065 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Re-admittance

of the press and public.

MOVE: that the confidential nature

of the business having been transacted, the Press and Public be re-admitted to the meeting.

CC17/066 To Accept Notices & Matters for the next agenda. *Please note that no decisions can lawfully be made under this item. LGA 1972 s.12 102 (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.*

Members asked for the following matters be included on the agenda for the next meeting:

- a) Traffic Management, including bus stop signs; speeding vehicles; safety mirrors (Sweetpea Way) and the provision of an electric car charging point on the Park.
- b) Defibrillator provision and training at the Community Centre
- c) Community Winter Gritting Scheme
- d) Street Lighting

The Chair reminded Members, if they wish for items to be included on the agenda, to ensure the Clerk is notified **(no later than the first day of each month)**.

CC17/067 To Confirm the Date of the Next Meeting: Wednesday 13th September 2017

There being no further business, the Chairman thanked Members and the meeting closed at 8.20 pm.

Signed.....

Date.....13-9-17.....