

Orchard Park Community Council

Minutes of the Annual General Meeting of the Community Council held on Wednesday 13th May 2015 at 7pm at the Community Centre, Orchard Park.

Present: Councillors Y Macaulay (residing Chair), R Nixon (residing Vice Chair), A Colbran, F Oboloje and E Meschini.

In attendance: V Wood (Clerk), L Owen (Centre Manager) District Councillor's Neil Davis. Ben Brenton and D Warren (incoming Councillors) were also in attendance, there were no other members of public present.

CC15/001 Election of Chair and Vice Chair and acceptance papers:

- i) Cllr Macaulay was nominated as Chair by Cllr Nixon and seconded by Cllr Oboloje, a vote of all in favour is recorded, Cllr Macaulay accepted the position as chair for a further term. Cllr Oboloje nominated Cllr Nixon as Vice Chair this was seconded by Cllr Colbran. Cllr Nixon nominated Cllr Colbran as Vice Chair and this was seconded by Cllr Meschini. A Ballot recorded a vote of 1 in favour of Cllr Colbran and 4 in favour of Cllr Nixon. Cllr Nixon was elected 'Vice Chair'.

- ii) Members duly signed the acceptance papers.

CC15/002 To receive and approve apologies for absence: Apologies were received by E Stonham (District Councillor) and D Jenkins (County Councillor) No further apologies received.

CC15/003 Disclosures of Interests – There were no disclosures of interest.

CC15/004 Public Participation: No public participation received.

CC15/005 Member Vacancy and Co-Option: Members considered application for Co-Option from David Warren and a vote of 5 is recorded, D Warren took a seat with members. Members considered application for Co-Option from Ben Brenton and a vote of 6 is recorded, B Brenton took a seat with members.

CC15/006 Minutes of meeting on 8th April 2015: the minutes of the meeting held on 8th April 2015 were read, Cllr Colbran proposed they be signed as true, this was seconded by Cllr Nixon all members in favour, the minutes were duly signed.

CC15/007 Report from County Councillors: Report from County Members received and noted. A question arose regarding the time trials being held on the track next to the 'Guideway' between Histon and Orchard Park, the speed at which they travel is considered dangerous and the cyclists are not giving consideration to pedestrians. Cllr Warren requested further information regarding the permission and any conditions for these events. **Action:** The Clerk advised she would put

the question to County Councillors and report any response accordingly.

Report from District Councillors: A report from District Members received and noted. A discussion arose regarding the Task & Finish review of the Scrutiny committee, and whether the Community Council felt enough was done to resolve the unfinished works within Orchard Park. Members felt that appropriate action was delivered and did not see what more could have been done. SCDC were doing all that was possible given that they had no conditions regarding the roads. Progress has shown although slow and limited. A suggestion made that should this work still be unfinished after this bout of activity Members should involve the districts MP.

CC15/008

Community Centre Manager: The Community Centre Manager delivered his report which included:

- i) **General Maintenance** – the second projector had been received and utilised, the new round tables were ordered and due for delivery next week, once received the large hall storage cupboard would be re-organised. He suggested in order limit the required storage we should consider a fee. The Community Centre had seen a few minor maintenance issues requiring attention by Coulson's this month and a quote for a broken window in the meeting room had been requested.
- ii) **Facilities usage and income update** – The recorded income for April 2015 exceeded that of the set target this period, the Centre Manager, thanked the staff for their hard work in controlling the invoicing and chasing of payments. Unfortunately the Sports facility did not reach the set target for the same period, the Centre Manager advised that this was mainly down to a) some teams not renewing their contract for the summer (seasonal changes) and b) those that had renewed not completing the payment by the due date. **Action:** He advised that this was priority for the coming week.

In addition the Centre Manager outlined an issue which had arisen regarding a clash in user groups – Cllr Warren disclosed an interest in this matter and left the room whilst a solution could be discussed; The problem arising is due to the noise levels mainly due the lack of supervision to the children of the church group. The Centre Manager advised that having staff in attendance whilst both groups were in had greatly reduced this problem. He would like members to consider a new 15-hour post which would allow us to have a permanent member of staff present whilst the Community Centre was in use, this role would incorporate additional Cleaning/caretaking duties. Members felt that this should be discussed fully at the next Resource Committee meeting. In addition Cllr Colbran asked if the Centre manager would receive quotes for the installation of a sound barrier curtain outside of the Small Hall doors. If this could be installed for less than £200 she proposed he actioned this without bringing quotes back to the meeting, this motion was seconded

by Cllr Meschini and all are in favour. **Action:** Centre Manager. Cllr Warren returned to the meeting.

- iii) **Community Development** – The Centre Manager gave a brief update on arrangements made to date for the Quiz Night and Summer Fiesta.

CC15/009 Remedial Works: Contractors are now on site at Sweetpea Way completing the LAP as per the conditions order, the Clerk is informed by the contractors that they had only been instructed to carry out work to the LAP and would only be working within the kerbed area. The Clerk has notified SCDC.

CC15/010 OPCC Policy's Review: Members reviewed Policy documents.

- i) **Health & Safety** – Members considered that the current Policy was still affective and relevant, subject to 2 minor changes, Cllr Meschini proposed this policy stand, seconded by Cllr Warren, all in favour. A note is made that the Centre Manager should be the Duty first aider and appropriate training given. A note is also made to ensure the Terms & Conditions state that hirers of the Community Centre are responsible for their own first aid.
- ii) **Comments Compliments and Complaints Policy** - Cllr Oboloje proposed that the current CC&C policy should stand subject to formatting with the Orchard Park details at the foot of each page. Cllr Nixon seconded this proposal, all in favour.
- iii) **Dater protection** - Members considered the Current Data Protection Policy and decided that the current policy is still affective and relevant. Subject to some formatting at the foot of each page Cllr Oboloje proposed that this policy remains; Cllr Warren seconded this proposal, all in favour.
- iv) **Loan Worker** - Members considered the Loan Worker Policy and discussed several procedures which would need to be in place. This item was deferred until the next meeting so a more detailed policy & procedure could be outlined.
- v) **Code of Conduct** - Members considered the current code of Conduct and decided that the current policy is still affective and relevant. Subject to formatting Cllr Warren proposed that this Policy remains; Cllr Meschini seconded this proposal all in favour.
- vi) Members retained the dispensation forms and Registration of Financial interests for completion to be returned at the next meeting. The Standing Orders are also deferred.

CC15/011 Resource Committee: Members considered to

- i) **Form new committee** – It was agreed that the new Resource Committee should consist of Cllr's Macaulay, Nixon, Warren and

Meschini.

- ii) Set meeting schedule – Future Meetings will be held on the first Friday of each month at 7pm.

CC15/012 Planning Committee: Members considered to

- i) Form new committee – It was agreed that the New Planning Committee would consist of Cllr's Macaulay, Nixon, Oboloje, and Brenton.
- ii) Set meeting schedule – Future meetings will be held on the last Monday of every month.
- iii) Consider Planning Application S/0959/15/FL – Members considered the above planning application for 24 dwellings to part of site B E3, Comm2a, Comm2b & E4 and gave the following recommendations; windows facing Chieftain Way should be opaque. There should be a condition regarding not hanging laundry on the balconies. They would like to be advised of comments from the Highways Authority regarding access to the shops and offer the comment that yellow lines would be appropriate.

CC15/013 Clerks Report: Received and noted; a discussion arose regarding the proposed Pharmacy and appeal. Members noted the urgency for supporting the appeal and encouraged the support of residents.
Action: The Clerk was asked to send another letter in support of the appeal on behalf of the Community Council.

CC15/014 Finance

- i) **Payments:** Payments for April 2015 are approved.
- ii) **BCR:** The Current BCR was noted, no questions arose.
- iii) **Review end of year figures:** The end of year figures were reviewed; it is noted that they are within the budget scope. No questions arose.

(members of the press and public are requested to leave the meeting before personnel issues are discussed)

CC15/015 Personnel

Staffing: Members are advised that following the decision to make the 10-hour post of temporary assistant Clerk position a permanent post, the temporary assistant was happy to continue on a rolling 3-month contract. It was agreed this would be a positive solution to be re-assessed a future date.

The Chair closed the meeting at 21.30pm

Sign.....Chair

Date.....