

Orchard Park Community Council

Minutes of the Orchard Park Community Council Meeting held on Wednesday 13th September 2017 at 7.00 pm in the Orchard Park Community Centre, Orchard Park, Central Avenue, Cambridge

Present: Cllrs. A Chan, A Mason, Q Jawadwala, Y Macaulay (Chair), R Nixon, F Oboloje, Cllr. T Page

In attendance: S Thompson (Clerk), L Owen (Centre Manager) County Cllr. D Jenkins and 6 members of the public.

CC17/068 To receive and approve apologies for absence
Apologies received from District Cllrs Cross and Davies and Cllr. E Meschini.

CC17/069 To receive declarations of interest
No declarations were made.

CC17/070 Public Participation: To allow up to 10 minutes for any members of the public and Councillors declaring the existence and nature of a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

- a) One member of the public expressed her concerns in respect of traffic issues (speeding vehicles, parked lorries) around the school area.

After some discussion, it was agreed this matter would be directed to the newly appointed PC Eleanor Bacchus during the forthcoming meetings arranged with Members of the Council. Members also noted that due to the number of Highway issues; the Clerk is currently trying to organise a meeting with the respective authorities.

- b) Another member voiced his opinion that the allocated time slot at the start of Council meetings was insufficient for members of the public to put forward any matters of significance and did not encourage public engagement, suggesting an open surgery for residents might be more productive.

The Chairman advised members of the public were welcome to email or write to the Clerk with full details of any issues of concern; Council could then consider the subject matter prior to the meeting to limit the length of time required to fully address the Council; alternatively, an appointment could be made to speak directly with the Clerk and/or Chairman.

The Chairman further advised that, if the community were minded to form a resident group, this would help to broaden public engagement. The Community Centre could, (subject to availability), be made available to facilitate such meetings.

CC17/071 Co-Option of New Councillor.
Members considered the application. After addressing questions from the Council and discussing the duties required of a Councillor; Members agreed to the co-option of Toni Page to the Council.

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

Having signed the Acceptance of Office, Cllr. Page was welcomed to the meeting.

CC17/072 Appointment of Committee Members:

Members were advised there are currently three vacancies on the Planning Committee and one vacancy on the Resource Committee.

Volunteers were requested, in particular to enable the planning committee to continue.

a) Planning Committee

Cllr. Page volunteered to join the Planning Committee.

b) Resource Committee

Cllr. Mason volunteered to join the Resource Committee.

Members agreed to accept the appointment of Cllrs Page and Mason to the Planning and Resource Committees (respectively).

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

CC17/073 Minutes of Previous Meeting: The Minutes of the Council Meeting held on 9th August 2017 were considered and accepted.

Proposed: Cllr. Nixon **Seconded:** Cllr. Mason **Vote:** Majority
(One abstention)

CC17/074 To Receive Reports from District and County Councillors:

- i) South Cambridgeshire District Council (Cllrs. Cross, Stonham and Davies)
Members noted the report submitted in the absence of any District Councillor being in attendance.
- ii) Cambridgeshire County Council (Cllr. Jenkins)
There were no questions arising from the reported submitted by Cllr. Jenkins. Cllr. Jenkins advised Members of the recent meeting held with the Highway's department. Cllr Jenkins was thanked for his attendance.

CC17/075 To Consider the Police Crime Report

Members considered the latest statistics from the Police website. 53 crimes had been recorded in June 2017.

Members were reminded of the forthcoming one-to-one meetings with the new PC, Eleanor Bacchus on Wednesday 20th September.

CC17/076 To Receive a Report from the Community Centre Manager

Members considered the report submitted by the Centre Manager.

Emergency Lighting Repairs: It was proposed to accept the quotation from Shaun Thomas Electrics @ a cost of £1098.00 plus VAT.

Proposed: Cllr. Jawadwala **Seconded:** Cllr. Mason **Vote:** Majority
(One abstention)

Community Development: The report detailed the proposed activities for the remainder of the year, together with anticipated costings. The Chairman asked for a detailed cost report to be submitted to the next Resource Committee meeting for consideration.

Members were advised that no provision had been made for a free courtesy bus-service from the Park to the Annual Midsummer Common firework display.

Replacement Bins – As recorded in the previous Minutes (item CC17/058) the Centre Manager to identify all areas requiring a 'bin upgrade' and obtain full costings (including fitting etc.) for consideration by the Resource Committee at the annual budget setting meeting (November 2017).

CC17/077 To Review the Summer Fiesta 2017 Event

Members considered the report submitted by the Centre Manager. It was noted that unless people are specifically head-counted at the event, then no value is attributed to guesstimating the actual attendance.

The Chairman asked for a fully costed report to be submitted to the next Resource Committee meeting for consideration.

CC17/078 Christmas 2017 – Arrangements

Members agreed the following arrangements would be implemented in respect of the Christmas 2017 period:

a) Staff wages would be paid on Monday 18th December 2017

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

b) The Community Centre will close at 12 noon on Friday 22nd December 2017; re-opening on Tuesday 2nd January 2018.

Staff are required to take annual leave during this shutdown period.

Proposed: Cllr. Mason **Seconded:** Cllr. Jawadwala **Vote:** Unanimous

Staff breakfast will take place on Wednesday 20th December 2017.

CC17/079 To Receive an Update on current Training Available

Members considered the current available training. It was agreed, Cllrs. Nixon and Jawadwala would attend the Councillor Training Session (2) on Wednesday 20th September (Sutton) and Cllr. Page will attend the CPRE planning workshop (St Ives) on Thursday 2nd November. Clerk to book accordingly.

CC17/080 To Receive an Update on the Sports Facility Extension including latest projected costings

The Minutes of the last site progress meeting had been circulated to Members, with the meeting papers. Members were advised to refer to the Earmarked Reserves Costings included in their pack, specifically in respect of the Sports Extension:

Current Projected Total Cost of Build:

£298,450

CC17/081 To Consider and make recommendations, in respect of Traffic Management and Highway Issues:

- i) Speeding Vehicles - Councillors to address speeding with the newly appointed PC on Wednesday 20th September 2017.
- ii) Bus Stop Signs – The Chairman advised Members the signs had been covered up but not removed (as a provision, should the bus service be reinstated). Clerk to check all bus signs are suitably covered.
- iii) Safety Mirrors (Sweetpea Way) - Clerk to organise meeting with relevant Highways personnel.
- iv) Electric car charging point - after discussing this matter and reviewing the grant application, it was agreed the Council will reconsider this item if the Community could demonstrate compliance to successfully meet the grant requirements.
Proposed: Cllr. Jawadwala **Seconded:** Cllr. Chan **Vote:** Unanimous
- v) Road signage (Newingham Crescent/Flack End) – Members agreed the Clerk to obtain advice and costings from Highways for additional signage.
Proposed: Cllr. Chan **Seconded:** Cllr. Jawadwala **Vote:** Majority (two abstentions)
- vi) Street Lighting – The Chairman proposed Members should undertake regular inspections and allocated a specific area of responsibility on the Park to ensure all problems are reported promptly. Clerk to organise with Members. Cllr. Nixon given dispensation in respect of this matter.

CC17/082 To Consider the Provision of Community Centre Defibrillator and associated training

The Chairman asked Members to consider the provision of an internal defibrillator for the Community Centre at a cost £895 and associated training for 12 people (half day course) at £269.

Members agreed to make such a provision. All Centre staff to be trained and one training place to be offered to regular user groups

Proposed: Cllr. Oboloje **Seconded:** Cllr. Mason **Vote:** Majority

CC17/083 To Consider the Community Winter Gritting Scheme

Information circulated to Members with papers for the meeting. It was agreed Orchard Park would participate in the Community Winter Gritting Scheme. Members prepared to volunteer (Cllrs. Chan, Mason, Macaulay & Jawadwala) are required to complete the relevant application form and return to the Clerk for submission. Relevant Centre staff to be included as volunteers.

Proposed: Cllr. Mason **Seconded:** Cllr. Jawadwala **Vote:** Majority

CC17/084 Clerks Report

1. 2016/17 Audit

The Auditors have completed their review of the Annual Return for the year ended 31st March 2017. Members are aware of the many problems associated with the original return submitted, requiring a significant amount of work both from the 'new' Clerk and Scribe software provider to produce and resubmit this Return.

Members read the extract '2016/17 External Auditor Report'.

This item will be included on the next agenda for formal adoption of the revised accounts.

2. Neighbourhood Watch Signs

Despite having the locations for the proposed signage signed off by Balfour Beatty, we are unable to obtain the relevant signage. We are deemed non-compliant and inactive. Signs can only be displayed where there is an active NHW Co-ordinator for that particular location. Currently 3 co-ordinators listed for Orchard Park, but no evidence of any activity for the Park. Until we can demonstrate we have a suitable Neighbourhood Watch Scheme in place, we will not be able to obtain the signage. Candidates will be vetted by the Chair of the County Association. It was agreed the Chairman would progress this matter.

3. Public Open Spaces

Rosehip and Iceni – very small block paving no longer available. Have struggled to get contractors prepared to quote for this work. Iceni is in such a bad state of disrepair, the paving should be removed and replaced with a resin (storing any available materials for later use - initially use on Rosehip). Two quotations obtained, despite approaching numerous contractors. Members agreed this work is a priority and recommend the formal approval of the quote by the Resource Committee at its next meeting.

4. Neal Drive

We have now received a quotation from the County Council in respect of 'securing' Neal Drive. The Council has asked for a contribution from all interested parties (2 x developers and Anglian Water) – awaiting their response.

This matter to be considered at next Council meeting.

5. Council Administration

Members were made aware of specific administrative areas requiring review:

- a) Planning – register and filing system to be implemented
- b) Asset Register – needs to be reviewed
- c) S106 Register – needs compiling

The following documents will be reviewed at the next Resource Committee, for formal adoption by the Council:

- d) Standing Orders
- e) Financial Regulations
- f) Code of Conduct
- g) Employment Contracts

CC17/085 To Consider Planning Applications:

- i) **S/2806/17/FL** - 1 Chambers Drive, Orchard Park, Cambridge CB4 2GP
Carter Jonas, acting as agent for The Angelica Honey-Ward Settlements Trust 2010.

Change of Use from House in Multiple Occupation (C4) to Large House in Multiple Occupation (8 bedrooms) (Sui Generis), involving internal alterations.

Decision: Objection

Proposed: Cllr. Nixon

Seconded: Cllr. Chan

Vote: Unanimous

- ii) **S/3039/17/RM** – Land to the East of Neal Drive, Land Parcel COMM 4, Neal Drive, Orchard Park, Cambridge
Carter Jonas, acting as agent for London Inn Hotels Cambridge Ltd

Application for approval of reserved matters (Access, appearance, landscaping, layout & scale) following outline planning permission S/2975/14/OL for the development of 82no. units for an Apart/Hotel with restaurant and gym facilities.

Decision: No Objection

Proposed: Cllr. Nixon

Seconded: Cllr. Oboloje

Vote: Majority
(2 abstentions)

CC17/086 Finance:

- i) To review and approve August 2017 payments
Proposed: Cllr. Nixon **Seconded:** Cllr. Jawadwala **Vote:** Unanimous
- ii) To review and approve the BCR
Proposed: Cllr. Oboloje **Seconded:** Cllr. Nixon **Vote:** Unanimous
- iii) To sign-off current bank statements
Proposed: Cllr. Nixon **Seconded:** Cllr. Oboloje **Vote:** Unanimous
- iv) To sign change of signatory form – CCLA Accounts
Form (when available) to be signed under Minute CC17/062 v).
- v) Banking Arrangements and Approve draw-down of funds.
The Clerk is currently drawing-down funds from the Unity Trust Deposit account to meet the ongoing costs associated with the Sports Extension. Members agreed the following draw-down to cover committed earmarked reserves

Lloyds Deposit Account – matures on 20th December – funds will be transferred into the Lloyds current account. Close both accounts with Lloyds at appropriate time (December 2017).

CBS – close account immediately.

CCLA Property Fund – long-term investment – 5 years from February 2015

CCLA Shares Fund – it was agreed this mid-term investment should fund any shortfall required (actual redemption value will be determined by shares value at the time of closure).

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

CC17/087 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.....

CC17/088 Personnel Matters.02
This matter is recorded in the Confidential Minute Book.

CC17/089 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.

CC17/090 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.*

Summer Fiesta
Neal Drive
Highways and transport issues

CC17/091 To Confirm the Date of the Next Meeting

Next Resource Committee Meeting – Wednesday 27th September 2017 – starts at 6.30 pm

Next Full Council Meeting – Wednesday 11th October 2017 – starts at 7.00 pm

There being no further business, the Chairman closed the meeting at 10.15 pm

Signed.....

Date.....11/10/17