

Orchard Park Community Council

Minutes of the meeting of the Community Council held on Wednesday 10th June 2015 at 7pm at the Community Centre, Orchard Park.

Present: Councillors Y Macaulay (Chair), R Nixon (Vice Chair), D Warren and E Meschini.

In attendance: V Wood (Clerk), Lewis Owen (Centre Manager) and Chelsea Presland (assistant Clerk), District Councillors Edd Stonham and Chris Cross, Julie Ayre (SCDC Planning Officer and Paul Rawlinson (CCC Project Manager Major Infrastructure Delivery). There were no members of public in attendance.

CC15/016 **To receive and approve apologies for absence:** Apologies are received from Cllr's Colbran, Oboloje and Brenton, County Councillor D Jenkins and District Councillor N Davies.

CC15/017 **Disclosures of Interests** – Cllr Warren declared an interest in the item headed conflict between groups in the Centre Managers report. There were no further disclosures of interest.

CC15/018 **Public Participation:** There was no public participation.

CC15/019 **Minutes, to agree minutes of the meetings on 13th May 2015:** The minutes for the AGM of 13th May were considered. Cllr Warren proposed that they be signed as true record, motion seconded by Cllr Meschini, all in favour the minutes were signed. No matters arose. The Minutes of the APM on 13th May were considered, Cllr Nixon proposed they be signed as true record this was seconded by Cllr Macaulay, all in favour, the minutes were signed. No matters arose.

CC15/020 **Ring Fort Path:** Members looked at plans presented by Cambridgeshire County Council project Manager (Paul Rawlinson). Questions raised included the concerns on option 3 which incorporated the wildlife area, however Paul advise this option was not favoured and the preferred option exited by joining the existing path by the multi games area. A further question regarding the gradient and the speed in which wheeled traffic would travel was raised and clarified. Further comments and questions are requested via the Clerk before 17th June.

CC15/021 **To receive reports from District and County Councillors:**
A report from County Councillors is received and noted: In the absence of County officers the Chair asked if the Clerk would forward any questions raised.
Report from District Councillors is received and noted: No questions arose.

The Chair proposed that item 15/024 15/025 and 15/026 be brought forward to accommodate SCDC staff in attendance, this proposal was seconded by Cllr Warren. All members in agreement.

CC15/024 **Sports Facility Extension:** Members considered the three draft drawings submitted in respect of the Sports Facility extension. Members preferred sketch B but asked for the proposed lobby area be changed to a 2nd toilet accessible from inside the building only and the entrance to the extension to be Via double doors on the north facing wall. The Clerk would advise Bidwell's accordingly. Julie Ayre

advised Members that a project for the renewable energy needed rising with some urgency to comply with the conditions. Cllr Warren proposed that as this item had been considered and supported by members at the planning stages, the project should be raised, this proposal was seconded by Cllr Mesichini. All members in favour. In the absence of the Clerk for the next few days due to annual leave the Chair advised that he would deal with the task of raising the project and would communicate with SCDC planning officer Julie Ayre the next working day.

CC15/025

Village Sign: The Clerk updated members with the information and quotations she had received for the proposed Village Sign which are estimated at £3,500 for the sign and a further £1,400 for installation costs. Members were keen for this project to reach fruition given the length of time it had been in the planning, it was agreed the Clerk should raise the invoice for SCDC immediately and give priority to the Sign project.

CC15/026

Remedial Works: Julie Ayre updated members that a further 5 breach of condition notices had been served on Persimmon, currently they appear to be fulfilling their obligations relating to the breach of conditions notice but have made no attempt to resolve the road surfacing or lighting issues. Julie reiterated that SCDC have no powers to enforce the completion of the road surfaces and advised any further applications will be governed by much stricter guidelines.

CC15/022

Centre Manager: The Centre Manager's report is received and noted, this included:

- i) **General Maintenance:** update on on-going maintenance issues including the fencing at the Astro-turf which had worked loose and would need to be repaired.
- ii) **Income Generation:** The Bookings assistant has been collecting all new contracts for the sports centre summer season April-Sept with assistance from our Assistant Clerk to ensure outstanding money is paid and the spread sheets are up to date, having previously identified the sports booking's showing as under budget. The Centre Manager has designed a weekend and evening document regarding housekeeping health and safety ect... which all staff will hand out to those who are new to the centre and existing bookings to read sign and acknowledge what is asked from them. With regard to the conflict between two groups *Cllr Warren having previously declared and interest left the room while discussion took place.* The CM had spoken individually to both groups who agreed staffing during this period had helped ease the situation, the CM suggested continuing staffing for a further 4 weeks but expressed concern for long-term monitoring due to cost implications, he was still looking at quotes for installing a sound curtain. *Cllr Warren returned to the meeting.*
- iii) **Community Development -** Centre Manager ran through progress made with the Fiesta and also updated members of the recently organised 'Litter-Pick' day on 27th June. No further questions arose.

CC15/023

Clerks Report: A report from the Clerk is received and noted, which included general correspondence relating to complaints regarding the un-timely grass cutting, an update on the pharmacy licence. The report also gave updates on Social Media progress, the Community Library and the remedial works and proposed Sports Facility extension (previously covered in items CC15/026 and CC15/024). A positive comment regarding progress with the Website is received and noted.

CC15/027 **OPCC Policy's Review:** Members reviewed the current Standing Orders which are model compliant, Cllr Macaulay proposed that 12 d) was un-necessary and should be removed this proposal was seconded by Cllr Meschini, a vote of all in favour is recorded item 12 d) to be removed. A Quire is raised on item 76 d) Clerk to verify at next meeting.
With regard to the Lone Worker Policy which remains un resolved is was suggested that the Clerk look in to a training program and write a draft procedure to be brought to next meeting.

CC15/028 **Resource Committee:**

- i) The meeting notes from the meeting on 5th June are noted.
- ii) A request to appoint new members to the committee is raise, however as all members present are already Resource Committee Members it is suggested this request be brought to the next meeting.

CC15/029 **Planning Committee:**

- i) The minutes of the meeting held on 26th May are duly noted.
- ii) Cllr Meschini proposed that Cllr Warren be elected to the Planning Committee this proposal was seconded by Cllr Nixon, a vote is record of all in favour.

CC15/030 **Finance**

- i) **Payments:** Payments for May 2015 were considered, no questions arose Cllr Meschini proposed they be approved and Cllr Nixon seconded the proposal all members were in favour, payments approved.
- ii) **Consider BCR report:** Members considered the current BCR and noted the areas of concern no further questions arose.
- iii) **Sign off audited account:** Members acknowledged receipt of e-mail correspondence regarding the change of terms with the current internal audit provider and subsequent decision to re-appoint. Audit forms were reviewed and noted the governance statement is approved by all present.
- iv) **Public Open Space indemnity:** Members considered the indemnity papers in compliance with the S106, papers signed accordingly.

CC15/031 *Members of the public are requested to leave the meeting room before personnel issues can be discussed).*

Personnel

Staffing:

- i) Members noted the current caretaking.
- ii) Members noted concerns regarding staffing levels during periods of staff absence.

The meeting closed the at 9:21pm

Sign.....Chair

Date.....