

Orchard Park Community Council

Minutes of the Community Council Meeting held on Wednesday 14th June 2017 at 7.00 pm at the Community Centre, Orchard Park.

Present: Councillors: A Chan, Q Jawadwala, E Meschini, R Nixon (Chair – start of meeting), F Oboloje, Y Macaulay (Chair – part of meeting)

In attendance: V Wood (Clerk), L Owen (Centre Manager), S Thompson, County Cllr. D Jenkins, District Cllr. Cross

CC17/015 To Receive and Approve Apologies for Absence: Apologies were received and accepted from Cllr. C Hosmer and Cllr. Y Macaulay (Cllr. Macaulay hoped to join the meeting later).

CC17/016 To receive declarations of interest: There were no disclosures of interest.

CC17/017 Public Participation: No public participation received.

CC17/018 Minutes of previous meetings.

- a) **Annual Meeting held on 10th May 2017.** The Minutes of the meeting held on 10th May 2017 were read. Cllr. Oboloje proposed they be signed as a true record; this was seconded by Cllr. Jawadwala. A vote of all in favour is recorded. The Minutes were duly signed.

Cllr. Chan joined the meeting at 7.06 pm.

- b) **Annual Parish Assembly Meeting held on 10th May 2017.** The Notes of the Annual Parish Assembly were considered by Members. Cllr. Meschini proposed they be signed as a true record; this was seconded by Cllr. Chan. A vote of all in favour is recorded. The Minutes were duly signed.

District Councillor Cross joined the meeting at 7.20 pm.

As a resident of Topper Street, Cllr. Chan declared an interest in the next agenda item.

CC17/019 Presentation from Carter Jonas LLP. Messrs Rowley (TLC Group), McKeown (Carter Jonas) and Moren (DMA) outlined the plans for the new 82 room Aparthotel (112 car parking spaces) to be developed on the parcel of land at Comm 4 (Neal Drive/Topper Street). This would include a leisure centre (pool and gym) and membership would be open to non-residents, as would the restaurant. Members were advised the developers had to demonstrate the need for such a facility, during the planning application stage. Members were shown various schematics for the scheme, including a model layout.

Cllr. Macaulay joined the meeting at 7.25 pm.

Members voiced their concerns about the Aparthotel development, specifically the volume of additional traffic coming into the Park. It was acknowledged that although the car parking provision (112 spaces) exceeds the minimum requirement, this did not address the additional volume of vehicles accessing the Park. Members stressed the need for a traffic management system to be implemented in respect of heavy goods/delivery vehicles requiring access to the site (particularly during the build phase). Members were advised this would be covered by planning consent conditions but again, Members expressed the need for a physical traffic management system to be in place.

Cllr. Chan asked if there were any implications with respect to the habitation currently on this parcel of land. Members were informed that some 'lizzards' had been moved. Cllr. Chan requested further clarification in this respect. Action: Clerk to obtain further details.

Members were asked if the 'bund' (immediately in front of the parcel of land) had been adopted by OPCC, as the developers would be keen to take over the maintenance of this particular area. Members had no knowledge of this parcel of land being transferred to OPCC and advised the developers to make their own enquiries with land registry.

Cllr. Chan voiced his concern in respect of the drainage/sewerage provision. As a resident of Topper Street he stated that the drains are frequently blocked and asked the developers to make their own enquiries regarding this point, as this could become a serious issue when the Aparthotel opens.

CC17/020 To Receive Reports from District and County Councillors:

- i) South Cambridgeshire District Council (Cllrs Stonham and Davis). Report from South Cambs District Council Members received and noted. There were no questions for Cllr. Davis.

Cllr. Davis left the meeting 7.45 pm.

- ii) Cambridgeshire County Council (Cllr. Jenkins) Report from Cambs County Councillor, D Jenkins received and noted. Cllr. Jenkins advised Members that he had noticed significant vegetation in the gutters and would contact the County Council to request spraying is undertaken. Cllr. Jenkins was thanked for this.

Cllr. Jenkins left the meeting 7.50 pm.

CC17/021 Consider current Councillor Vacancies: Members were advised there are two vacancies to fill on the Council. The Chairman asked for a concerted effort to be made to recruit new Members. Cllr. Chan would make the arrangements for this to be advertised on Facebook. A new advert should be included on the website. Action: Cllr. Chan/Centre Manager/Clerk.

CC17/022 To Receive a Report on Community and Sporting Facilities. The Centre Manager delivered his report which included:

- i) **Facilities, new business, usage and monitoring:** The report gave in detail the usage recorded by user groups.

- ii) **Facilities, maintenance needs and contracts:** The report provided an update on current contract issues.
- iii) **Community groups/issues update:** Nothing to report.

CC17/023 Community Development. The Centre Manager gave a brief update, which included:-

- i) Report on the picnic event held on Sunday 11th June 2017 to celebrate living on Orchard Park for 10 years. Unfortunately the village sign was not completed in readiness of this event, but the bronze plaque outside the Community Centre was unveiled. The Centre Manager was disappointed with the resident attendance but was encouraged that those who had attended, appeared to enjoy the afternoon. The Centre Manager stated he would welcome any suggestions to improve future events.

As the village sign was not installed, Members agreed to run a competition where residents are asked to post a photograph of the sign on Facebook. The first 20 photos posted would receive a small family gift and would be entered into a draw for a larger prize.
Action: Centre Manager/Cllr. Chan to progress this.

- ii) Summer Fiesta update. The Centre Manager provided a report on progress and costings of the various organized activities. He reminded Members that the next meeting will take place on Wednesday 12th July (6.00 pm – 6.45 pm). The Chairman asked the Centre Manager and Cllr. Chan to work together to ensure this event is suitably advertised.

CC17/024 Clerks Report.

- i) General Correspondence: A report from the Clerk was presented and noted.
- ii) Grounds Maintenance: A meeting is scheduled with South Cambridgeshire District Council next Tuesday, 20th June 2017 in respect of grounds maintenance issues and damage to trees on POS2 and LAPs.
- iii) Media issues arising: Maintenance of the website seems to be falling behind. This matter will be addressed with the staff members concerned. Action: Clerk.

CC17/025 IT Requirements: Members considered the quotations for a laptop for the new Clerk; replacement PC for the Centre Manager and shared storage. After considerable discussion, it was decided OPCC needed to review its current IT provision and if possible, this should be kept in-house. Members agreed this was the most appropriate course of action. Action: Clerk/Cllr. Chan to progress.

CC17/026

Anti-Social Parking and Traffic Management:

- i) Update on LHI application for implementing safety measures outside the school: Traffic Management at the school. LHI have completed their site visit and have offered two options they would be willing to implement. This has been conveyed to the School who will now undertake a cost analysis of these options for discussion at their next PTA meeting (27th June); we await their further instructions. The Clerk reminded Members the contribution OPCC has offered will not be affected by the decision and the LHI funding is for a finite period. The School would need reminding of this, if the decision is not forthcoming.
- ii) Note any further reported issues and incidents. The Clerk had nothing further to add.

CC17/027

Proposed Sports Facilities Extension:

- i) Receive update to Schedule of Works: Work commenced on Monday 12th June as planned.
- ii) Receive update on Funding Application: Members were advised that OPCC did not qualify for funding, as the application was made retrospectively.

CC17/028

Planning Committee. Members considered to:

- i) Note the Minutes of the meeting held on 22nd May 2017. The Minutes of the 22nd May were read and noted.
- ii) Matters Arising: There were no matters arising.

CC17/029

Resource Committee.

- i) Note the Minutes of the meeting held on 9th June 2017 and discuss matters arising. The Minutes of the 9th June were read. Members noted that Mrs Sandra Thompson has been appointed as Clerk/RFO and commenced employment on Wednesday 7th June 2017. Training is currently underway. There were no matters arising.
- iii) Note any recommendations on the BCR. Reviewed - no further action.
- iv) Note update and comments from Amey Community Fund Application. This matter has been covered – see Minute CC17/027 ii) above.

CC17/030

Finance

- i) **Payments:** Payments for May 2017 were considered. Cllr. Meschini proposed they be approved, seconded by Cllr. Oboloje, all members in favour. Payments approved and signed.
- ii) **End of Financial Year 2016/17 Audit:**
 - a) Approval and signature of internally audited accounts:

- a1) To Approve the Annual Governance Statement for Financial Year 2016/17. Cllr. Meschini proposed, seconded by Cllr. Oboloje that The Annual Governance Statement for the financial year 2016/17 as prepared by the Responsible Financial Officer be approved by resolution and signed by the Chairman. All in favour.
- a2) To Approve the Statement of Accounts for Financial Year 2016/17. It was proposed by Cllr Oboloje, seconded by Cllr. Jawadwala that the Statement of Accounts for financial year 2016/17 as prepared by the Responsible Financial Officer be approved by resolution and signed by the Chairman. All in favour.
- a3) To Adopt the Annual Accounts for Financial Year 2016/17. It was proposed by Cllr. Oboloje, seconded by Cllr. Chan to adopt the Annual Accounts. All in favour.
- b) Arrangements for External Audit. The approved and signed accounts for the Financial Year 2016/17 will now be submitted to PKF Littlejohn LLP.
- iii) **Account Signature Authority:** Consider arrangements for new signatures and administrators. Members considered this matter. It was proposed by Cllr. Meschini, seconded by Cllr. Oboloje for Cllr. Q Jawadwala to be added as a Bank signatory, to replace Cllr. Hosner and the new Clerk to be added as administrator. Majority vote recorded. Cllr Jawadwala to be added as signatory; new Clerk as administrator.

CC17/031 Personnel. Update on staffing issues, to include:-

- i) Consider arrangements and costings for staff restructure to increase man hours. Members discussed the current staff resources and concluded a review should be undertaken to facilitate additional resourcing of the Community Centre. Cllr. Oboloje proposed the Clerk and Centre Manager undertake a review and report back at the next Council meeting. Cllr. Nixon seconded the motion, all in favour. Action: Clerk/Centre Manager.
- ii) Note any new matters arising. Cllr. Chan advised the meeting that due to the significant number of reported crimes, the Park now has a dedicated Police Officer.

Close of meeting: 9.38 pm

Signed.....

Date..12-07-17.....