

# ORTON WATERVILLE PARISH COUNCIL

Clerk to the Parish Council: Mrs A Brown  
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Minutes of the Orton Waterville Parish Council held in the Village Hall, Glebe Avenue, Orton Waterville on Wednesday 18 July 2012 at 7.30 pm.

PRESENT: Mr M Chambers (in the Chair) Mr P Froggitt Mrs D Sandles  
Mrs J Farnham Mr S Warren Mr I McLaughlan (from 8:05 pm)  
Mr C Long Mrs B Fearon Cllr J Stokes  
Mrs A Brown (Clerk)

MEMBERS OF THE PUBLIC – One PCSO – Amanda Butler

## 38/07-12 Apologies for Absence

Apologies were received and accepted from Mrs J Goode, Mr R Hammerton, Mr Watts and Cllr Elsey.

## 39/07-12 Declaration of Interests

Interests were declared on the following agenda items:

Item 51/07-12-1	Mr P Froggitt	Allotment tenant
Item 51/07-12-2	Mrs D Sandles	Allotment tenant
Item 51/07-12-3	Mrs B Fearon	Allotment tenant
Item 52/07-12-4i	Mr M Chambers	Shareholder of Santander

## 40/07-12 Public Forum

No matters were raised.

## 41/07-12 Local Police Matters

PCSO Amanda Butler from Orton Police Station reported that two Section 59 Warnings have been issued this month to both the owners and their vehicles. One report of 'group congregation' was reported within the village. The date of the next Police Panel meeting is on 12<sup>th</sup> September 2012 at the Goldhay Community Centre. PCSO Butler informed the meeting that all PCSO's are now based at Hampton Police Station and travel out to their respective areas, whilst the PC's are all based at Orton Police Station.

## 42/07-12 Reports from Ward Councillors

Cllr Stokes reported that Enterprise have organised an electrical appliance Amnesty in the car park at Serpentine Green on 24<sup>th</sup> – 25<sup>th</sup> July 2012. Everyone who brings any items will be entered into a prize draw for a 37in TV. She will be opening the new Orton Library on Saturday 21<sup>st</sup> July 2012 at 9:45 am. A petition with 1572 signatures has been taken in to Full Council in Peterborough regarding the proposed new Tesco Store at Orton Wistow in the former Chequers Pub.

## 43/07-12 Minutes of previous meeting (attached)

The minutes of the Orton Waterville Parish Council held on 20 June 2012 were confirmed as a correct record and signed by the Chairman.

## 44/07-12 Clerks Update

- 1. Data Protection Act** - The application has been completed and is ready for submission.
- 2. Play equipment, Wyman Way** – Several members of the Parish Council have looked at the play equipment and felt that the 'medium risk' findings highlighted in the Health and Safety report should have maintenance repairs carried out on them. The Clerk has confirmed with Enterprise that they still carry out required maintenance repairs and will therefore contact them to try and arrange these repairs to be done.
- 3. Clerks Training.** The Clerk has started her New Clerks intensive training course and will be attending other job relevant courses over the coming months. Mr Froggitt expressed an interest in attending 2 finance related courses in the autumn. It was agreed by all that he attend the training sessions with the Clerk.

45/07-12

**Proposed Tesco Store at Orton Wistow**

The Clerk has received written confirmation from The Spirit Pub Company that they have sold the lease on the Chequers Public House. A letter from Tesco Stores Limited has also been received by the Clerk confirming that they are opening a Tesco Express in the former pub. Orton Wistow Community Association is campaigning against the proposed new store and a petition with 1572 signatures has been submitted to Full Council. Tesco Stores Limited has submitted a 'Consultation on Certificate of Lawfulness (Existing)' application to Peterborough City Council which the Parish Council has received for commenting.

46/07-12

**Diamond Jubilee Commemorative Road Sign**

Mr Chambers suggested that it would be a nice gesture for the Parish Council to commemorate the Queens Diamond Jubilee with a small plaque placed under the existing Silver Jubilee sign on the entrance to Cherry Orton Road. It was agreed by everyone for the Clerk to obtain quotes for the new sign.

47/07-12

**Website**

Mr Froggitt is still consulting with the Webmaster Mr Maskill on a Privacy Policy for the Parish Council website. It was agreed by everyone that this is not an operating policy and will be treated as an admin task. Mr Maskill has also suggested new ideas for the website and would like input from the Parish Council. It was agreed that Mr Froggitt, Mrs Goode and the Clerk will help with this task and collate ideas and suggestions for presentation to the Parish Council at a later date.

48/07-12

**Code of Conduct**

The revised Code of Conduct policy and new Member Complaints Procedure has come into force and has been adopted by Peterborough City Council. The Cambridgeshire and Peterborough Association of Local Councils (CAPALC) are recommending that Parish Councils adopt or conform to the Code that is adopted by the principal authority. There will be a Parish Council Liaison meeting on Thursday 30<sup>th</sup> August 2012 at 6.30pm in the Council Chamber to present the information on the new Member Complaints Procedure and the new Code of Conduct for Parish Councils.

Prior to the Parish Council meeting, Mr Froggitt drafted and circulated an amended version of the Code of Conduct policy because it appears that certain requirements of the policy are impracticable for the Parish Council to follow. Following discussion, it was agreed by all members of the Parish Council that this revised draft document is sent to CAPALC and the Monitoring Officer at Peterborough City Council for their comments before adoption. Furthermore, the Parish Council already have a complaints/grievance policy and will amend it to match the new Members Complaints Procedure and again ask the City Council for their comments on this before adoption.

Mr Froggitt will attend the next Peterborough Association of Local Councils (PALC) meeting on Monday 23<sup>rd</sup> July 2012 at 7:00pm at the Town Hall.

49/07-12

**Brudenell Park**

Mr McLaughlan suggested the possibility of Brudenell Park being regenerated. This grassed area was once a children's play park but the play equipment was removed many years ago as being deemed unsafe and never replaced because it was not a Council Maintained facility. In the first instance Cllr Stokes has offered to meet with Mr McLaughlan to look and discuss the site to decide if it is feasible.

50/07-12

**Burial Ground**

1. **Burial Ground Working Group** – Mr Froggitt proposed to add a further clause to the burial ground group terms of reference: *'To conduct and Safety inspections of the burial ground at six monthly intervals and present reports to the full Council.'*

**Resolved: to accept the further clause for the Burial Ground group terms of reference. It was further agreed that the group will consist of Mr Chambers, Mr Warren and Mr Froggitt.**

2. **Memorial bench installation** – The first cemetery bench in memory of the late Ralph Pearce has now been installed.
3. **New standpipe casing** – two quotations have been received. One contractor has quoted for the purchase and installation of the standpipe, whilst the other contractor has quoted for the fitting only of the standpipe and for the Parish Council to purchase the unit.

**Resolved: for the Parish Council to purchase the standpipe casing and use the preferred contractor to install.**

4. **New Tenancy agreement** – This item has been moved to item 51/07-12-4.
5. **Grave digging** – The first grave using machinery has been dug. All members agreed that it has been carried out satisfactory.
6. **Lawn Cemetery Rule 9.20** – The Clerk stated that both the full body burial graves and cremated remains graves have acquired addition flower containers other than those permitted under the rules which states: ‘*No plants, or the like, are permitted on any grave other than in any flower container integral to the memorial*’. This breach of the rules will create problems when the time comes to re-grass the area.

**Resolved: The Clerk is to write to all the grave Deed Holders reminding them of the Cemetery rules and ask them to clear the flowers and vases from the graves leaving only the one permitted flower container.**

51/07-12

**Allotments**

1. **Wyman Way** – No matters of concern were raised.
2. **Cherry Orton Road** – Mrs Sandles reported that several allotments are overgrown. It was agreed that the Clerk write to the tenants asking them to tidy up their plots. With regards to the potential pest problem, the Clerk has spoken with a pest company. They can do a three week eradication of rats by putting down traps and coming back over a period of 3 weeks to check the traps. This costs approximately £150. If it is found that there is a major infestation then for an annual fee of approximately £500 they set traps and visit them every 6 weeks. All members agreed to start with the initial three week eradication.
3. **Gostwick** – Mrs Fearon reported that one of the tenant’s spouses has used his own lawn mower to cut the overgrown car park and suggested that it would be a nice gesture for the Parish Council to pay towards the cost of the fuel used.

**Resolved: A thank you from the Parish Council is to be sent to Mrs Howard.**

4. **New Tenancy Agreement** – Mr Froggitt reported that the agreement is not quite finished and suggested that when ready, the draft agreement is put onto the website for two months asking allotment tenants to comment on it. All members of the Parish Council agreed to this suggestion.

52/07-12

**Finance & Administration**

1. **To authorise the following payments:**

Viking	Shredder	£43.14
Beebys Landscaping Limited	St Marys Church – landscape maintenance	£354.00
Beebys Landscaping Limited	Cemetery maintenance	£273.00
Beebys Landscaping Limited	Installation of Cemetery Bench	£715.14
Anglian Water	Water charges Cherry Orton Road Allotments	£33.09
Information Commissioner	Data Protection Act Application	£35.00
Clerk’s expenses 20 <sup>th</sup> June-17 <sup>th</sup> July	Reimbursements	£114.07
Clerk’s salary ( <i>for July</i> )		£812.39
HM Revenue & Customs ( <i>for July</i> )		£106.96
Mrs M Howard	Cutting car park grass at Gostwick allotments	£10.00

2. **To note any income received.**

Allotment rent	£50.00
Cemetery fees	£1700.00
Interest	£0.52

3. **Proposal to amend the adopted Financial Regulations as follows:**

The Parish Council current Financial Regulations state that the Clerk and two Councillors sign cheques. CAPALC have recently highlighted to all Parish Councils that the correct procedure is for two Councillors signatories only. Mr Froggitt therefore proposed to ‘*delete existing clauses 5.3 and 5.4 of the Financial Regulations and insert:*

*5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by two members of Council.*  
*5.4 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories and the RFO shall initial the cheque counterfoil.’*

**Resolved: to amend the Financial Regulations as proposed.**

#### 4. Financial Investment

(i) Mr Froggitt proposed that the Council adopt an Investment Strategy Policy. (See separate attachment).

**Resolved: to adopt the Investment Strategy Policy as proposed.**

(ii) Following the adoption of the Investment Strategy Mr Froggitt proposed that: *'The Council invests a sum of £50,000 in a 6 month time deposit bond provided by Santander Bank.'* A counter proposal by Mr Chambers was suggested *'The Council invests a sum of £50,000 in a 6 month time deposit bond provided by the Co-operative Bank' and look at the Parish Council own banking arrangements with a view to changing to an alternative banking provider'.*

**Resolved: To invest £50,000 in a 6 month time deposit bond provided by the Co-operative Bank and look into changing the Parish Council banking provider.**

53/07-12

#### Planning Matters

##### 1. To comment on new applications as follows:

12/00971/FUL	Consultation of 129 Parking Spaces at RSA, Lynchwood House, Lynchwood	No objection.
12/00997/HHFUL	Construction of single storey extension at 11 Charles Cope Road, Orton Waterville	No objection.
12/00923/HHFUL	Alterations to two storey extension at 5 Cherryfields, Orton Waterville	No objection.
12/01018/FUL	Installation of Warden Accommodation at Caravan Club Site, Ferry Meadows	No objection.
12/01029/ADV	Consultation on Installation of illuminated signs at Lynchwood House, Orton Waterville	No objection.
12/01053/CLE	Certificate of Lawfulness (Existing) Use as Public House, The Chequers, 62-63 Napier Place, Orton Wistow	See attached sheet for comments submitted to Peterborough City Council.

##### 2. To note decisions on previous applications

12/00708/FUL	Change of use 6 Milnyard Square, Orton Southgate	Refused
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##### 3. To note decision from the Planning Committee hearing – None.

54/07-12

**Maintenance Matters** – Mr Froggitt informed the meeting that during the footpath repairs taking place in September Mr Hammerton has agreed to supervise the works.

55/07-12

#### Future agenda items and announcements.

The Clerk has received a grant application asking for £2,500 from Ben Clawson-Chan at Vivacity towards the set-up of regular Sunday family roller-skating sessions called Bushfield Rollers. This item will be on the agenda at the next meeting in September.

Note: No Parish Council meeting in August due to holidays.

Date of next meeting: 19<sup>th</sup> September 2012 at 7:30 pm.