

Minutes of the Annual General Meeting of the Parish Council  
held in the Village Hall, Glebe Avenue, Orton Waterville on  
Wednesday, 20 May, 2009.

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Present: Mr M Chambers (in the chair) Mrs J Farnham Mr P Froggitt Mr C Long  
Mr G Masters Mr M Rowett Mr M Smith Mrs J Stokes  
Mrs G Thornley

Members of the Public – none Police - none Ward Councillors – none

1. ELECTION OF CHAIRMAN – Mr M Chambers was proposed by Mrs G Thornley and seconded by Mr M Smith. There being no further nominations, Mr M Chambers was duly re-elected.
2. ELECTION OF VICE-CHAIRMAN – Mr C Long indicated that he would be standing down from this position. Mr P Froggitt was then proposed by Mrs G Thornley and seconded by Mrs J Stokes. There being no further nominations, Mr P Froggitt was duly elected. The Chairman thanked Mr Long for his past service.
3. APOLOGIES FOR ABSENCE were received from Mr M Stone.
4. DECLARATION OF INTERESTS – Item 15(a) – Mr P Froggitt (allotment tenant)  
Item 15(c) - Mr M Rowett (allotment tenant)  
Item 15(c) – Mr G Masters (allotment tenant)  
Item 17(a) – Mr C Long (member of Village Hall Committee)  
Item 17(a) – Mrs J Farnham (member of Village Hall Committee)
5. LOCAL POLICING MATTERS – No PCSOs were present. It was confirmed that the lay-by across the Oundle Road was indeed a non-consent lay-by and that it was being policed. The warden, Mr Russell, had reported anti-social behaviour at the Church Drive shops, graffiti on BT boxes in Valence Road and littering in the Orchards. It was suggested that the clearing up of these could be done under the young offenders scheme.
6. REPORTS FROM WARD COUNCILLORS – There was none.
7. TO CONFIRM APPOINTMENTS TO OUTSIDE BODIES – The following appointments were confirmed:

Orton Waterville United Charities	Mr J Farnham and Mr M Thornley
Neighbourhood Policing Panel	Mr M Stone
Parish Council Liaison Group	Mr M Chambers
Orton Counselling Service for Young People	Mr M Stone
Cambs and Peterborough Association of Local Councils	Mr P Froggitt
Village Hall Management Committee	Mrs J Farnham

It was agreed that, although not a member of the Parish Council, Mr Michael Thornley could replace Mrs G Thornley as a Trustee on the Orton Waterville United Charities. Mr Masters proposed and Mr Froggitt seconded the above appointments be made and it was carried.

8. MINUTES OF THE MEETING HELD ON 15 APRIL 2009 – Mr Masters proposed and Mr Rowett seconded that the minutes be signed as a true and correct record. This was carried.
9. MINUTES OF THE MEETING HELD ON 29 APRIL 2009 – Mr Smith proposed and Mrs Farnham seconded that these minutes be signed as a true and correct record. This was carried.
10. MATTERS ARISING FROM THE MINUTES
  - (a) Freedom of Information Act (*minute 6a*).  
Having viewed the DVD which was circulated after the last meeting, Mr Froggitt agreed to find out from CPALC which policies were essential for the Parish Council to have.
  - (b) Environment Project (*minute 6b*).  
Notification has been received that the Parish Council's Invoice to the City Council for £225.00 has been paid by BACS.

(c) Terrells Solicitors (*minute 7a*).

Mr Long had collected some archived files regarding Lady Lodge Estates but there was nothing that would be of interest to the Parish Council. It was agreed to forward these to Mr Peter King.

## 11. CORRESPONDENCE RECEIVED

- (a) Trees – A letter was received from a resident asking the Parish Council for permission to fell a eucalyptus tree which had self-seeded on the allotment behind his house. The Parish Council had no objection to this provided no damage was done to the allotment holder's plot. He also asked if he could plant a tree in the grass verge at the front of his house. Again the Parish Council had no objection to this request. However, since the City Council maintains the grass verges, the resident should also seek the approval of the City Council's Parks and Open Spaces Department.
- (b) Boundary Fences – A complaint was received by the Parish Council about growth from the allotments causing damage to a neighbouring boundary fence. On inspection it was noted that, whilst there was some ivy growing up the neighbour's fence, the deterioration of the fence was due to age and poor maintenance. The Parish Council takes no responsibility for that. However, it is prepared, for the sake of good will, to clear all wild growth from the boundary, as long as it is understood that this may cause the fence to fall down completely for which the Council will take no responsibility.
- (c) Orton Counselling Service for Young People (OCSYP) – A request for funding was received from OCSYP. Mrs Farnham proposed and Mr Smith seconded that £500 be granted under section 137 Local Government Act (LGA). This was carried.
- (d) Tree/Pond Warden's Report – Mr Russell has been reporting vandalism to the Police, littering to the Environment Warden and graffiti to the Anti-Graffiti squad. He has also been in communication with the Parks, Trees and Open Spaces manager about the shelter belt. These were noted.
- (e) Equality and Human Rights – A communication was received from the Equality and Human Rights Commission setting out Public Sector Duties. This was brought to the attention of the Parish Council and noted.

## 12. BURIAL GROUND

Having been advised by the Architect to send the payment for the water connection to Anglian Water, the cheque was returned because it was received a few days outside the expiry time for the quotation. This problem arose because of the time delay due to the architect acting as an intermediary. A request was made for a new quotation to be sent directly to the Clerk of the Parish Council. This seems to be creating a problem for the water company because the initial contact was through the architect. A new quotation is still being awaited.

A confirmation has been received that the Parish Council's submission for the discharge of planning conditions has been registered as valid. The City Council are at the moment experiencing a backlog of work. If a formal written decision on the outcome of the submission is not made by 7 July, the fee will be refunded. Mr Froggitt agreed to continue to chase them.

Mr Froggitt also reported that there will probably be a requirement for the Parish Council to appoint a Contract Design and Management Co-ordinator (CDM). This will be confirmed by the Architect in due course.

A communication from the Legal Department has confirmed that the transfer of the Deed for the cemetery land will be executed shortly.

## 13. STORAGE SHEDS

The application for Conservation Consent to demolish the storage sheds is on deposit for public consultation until 1 June. The most dangerous one has already been demolished and an invoice received. It was agreed not to pay this invoice until the electricity supply has been dealt with. This was carried.

No response had been received from the tenant of the remaining shed to the Parish Council's notice of termination of the tenancy. Following advice from the National Association of Local Councils (NALC), the Parish Council agreed to put the matter in the hands of a solicitor. A verbal estimate from Buckles was around £500. Mr Smith proposed and Mr Masters seconded that, if the remit of the Legal Team at NALC stops at advice and therefore cannot take action, then the matter should be put in the hands of Buckles who drew up the original Lease Agreement. This was carried with 1 abstention.

14. INSURANCE – The Parish Council’s Insurance is due for renewal on 1 June. The quote from the present insurers, Allianz, was £2,138.09 without cover for the storage sheds. Came & Company Parish Council Insurance (a Norwich Union company) quoted £1,817.38 for a comparative schedule. Mr Masters proposed and Mr Rowett seconded to go with Came & Company being the lower of the two. This was carried.

15. ALLOTMENTS

- (a) Wyman Way – Peterborough Tree Services had identified 5 dead trees in the hedgerow. Their quotation for removing these was £300. Mr Smith proposed and Mrs Stokes seconded that this be accepted. It was carried.
- (b) Cherry Orton Road – Shed, tree and hedgerow on this site has been dealt with above.
- (c) Gostwick – Beebys have completed the weed control work for £30. A reply was received from the City Council to the effect that at this stage they were not in a position to commit themselves to a new Lease. However, they were prepared to allow the present Lease to be held over the termination date. It was noted that in the City Council’s Medium Term Financial Plan there was a reference to Gostwick under the section headed ‘Capital Disposals’. It was agreed to ask the City Council whether this ‘disposal’ was referring to the allotment site. It was agreed that the height of the chicken shed was not out of keeping with the allotments. A matter of drainage onto a footpath was brought up and it was agreed to investigate this.

16. FINANCE AND ADMINISTRATION

(a) The following payments were authorised

Anglian Water (Cherry Orton Road allotments)	£80.35
M Russell (pond maintenance)	£40.00
Beebys Landscaping (churtyard maintenance)	£316.89
Beebys Landscaping (weed control)	£34.50
HM Revenue & Customs (Tax and NIC)	£26.10
Clerk’s Salary (for May)	£395.20
Expenses (for May)	£34.68
Broker Network Ltd (for Came & Co Insurance)	£1817.38

(b) Income received to date

J Hopper – shed rent	£140.00
Allotment rents	£536.00
Allianz – insurance claim	£13200.00
PCC – precept	£12855.00
Bank Interest on Saver Plus Account	£1.61

(c) Annual Return

- (i) Statement of Accounts – Mr Masters proposed and Mr Chambers seconded that the Statement of Accounts be approved. This was carried.
- (ii) Annual Governance Statement – Mr Smith proposed and Mrs Thornley seconded that the Annual Governance Statement be approved.

17. PLANNING MATTERS

(a) New applications since last month

09/00268/FUL	Extension at 1 Wyndham Park, Orton Wistow	No objection
08/01157/FUL	Rooflight at 62 Chandlers, Orton Brimbles	No objection
09/00240/FUL	Extension to car park at Orton Waterville Village Hall	No objection
09/00253/OUT	Museum at Ferry Meadows Station, Ham Lane	No objection
09/00359/FUL	Extension at 44 Fallowfield, Orton Wistow	No objection
09/00340/CON	Demolition of sheds at Allotment site, Cherry Orton Road	No objection
09/00383/FUL	Extension at 15 Elstone, Orton Waterville	No objection

(b) Decisions on previous applications

08/01392/FUL	Change of use of Bushfield dental surgery at Fitzwilliam House	Granted
08/01595/ADV	Signs at Co-op, 5 Ortongate, Bushfield	Granted
09/00082/FUL	Extension at 49 Church Drive, Orton Waterville	Granted
09/00182/FUL	Extension at 12 Ferryview, Orton Wistow	Granted
09/00184/FUL	Condenser units at 2 Business Park Commerce Road, Lynch Wood	Granted

18. MAINTENANCE AND OTHER MATTERS – It was agreed to ask Beebys if they would cut back the hedge at the Cherry Orton Road allotments car park.

There were missing wooden bollard posts at several places. Mrs Thornley agreed to report this to the Highways Authority.

19. ANY OTHER BUSINESS –There being no further business the meeting closed at 10.05 pm.