

# ORTON WATERVILLE PARISH COUNCIL

Clerk to the Parish Council: Mrs A Brown  
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**Minutes of the Orton Waterville Parish Council meeting held in the Village Hall, Glebe Avenue, Orton Waterville on Wednesday 19 April 2017 at 7:30 pm.**

**PRESENT:**

<b>Mr T Rouse (Chair)</b>	<b>Mr A Airey</b>	<b>Councillor K Aitken</b>
<b>Mrs J Goode</b>	<b>Mrs B Fearon</b>	<b>Mr R Proudfoot</b>
<b>Mr M Chambers</b>	<b>Councillor G Elsey</b>	<b>Mrs D Sandles</b>
<b>Mrs A Brown (Clerk)</b>		

**Members: 13 Quorum: 5**

**MEMBERS OF THE PUBLIC – Three**

**306/04-17 Apologies for absence**

Apologies were received and accepted from Mrs J Farnham (personal), Councillor J Stokes (personal) and Ms Howell (personal).

**307/04-17 Declaration of interests and dispensations**

Received Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item – None.

**308/04-17 Public Forum**

There was no public forum.

**309/04-17 Parish Councillor vacancy**

Two applications were received for the Councillor vacancy. Both candidates gave a brief explanation as to why they wanted to become Parish Councillors. A ballot was done with a majority result in favour of Mr Barry Warne. Mr Warne duly signed his Acceptance of Office and joined the Parish Council for the remainder of the meeting. The Clerk also gave him a Register of Interests form to complete and return at a later date.

**310/04-17 Local police matters**

- The Cambridgeshire and Peterborough Crime and Police Commissioner Jason Ablewhite is hosting a Parish Council conference on Friday 6th October, 10:30am to 4pm at Cambridgeshire Constabulary Headquarters, Huntingdon.
- The Crime and Police Commissioners March newsletter was noted.
- The Police are hosting a home security event for Peterborough residents next month. 24th May 2017 14:00 – 19:00 – more details to follow.

**311/04-17 Ward Councillors**

Councillor Aitken reported that:

- She is trying to keep the Parish tidy by making reports to the City Council to clear up rubbish which has been dumped.
- Has obtained paint for the green utility boxes to paint over the graffiti which is on them.
- Dealing with complaints relating to the graffiti on the side of the shops on Church Drive. Amey is in the process of buying the required solution to remove the graffiti because the Taskforce Team being set up by the City Council to tackle this problem is not yet up and running.

Mr Airey suggested that the side of the building could be displayed with graffiti art advertising the hair dressing business which could act as a graffiti deterrent.

Councillor Elsey reported that:

- He had been waiting for the budget to be set on 4 April before he could set up the cleaning Taskforce Team. A vehicle will be procured and two members of staff are being recruited.
- Amey and Peterborough City Council have mutually agreed to end their contract.
- Has commissioned the initial first three utility boxes outside Central Park to be painted with graffiti art promoting City Council messages, e.g. don't drop litter. It is hoped that other graffiti artists will respect the work of other artists and not deface them. If successful then the scheme will be rolled out across the city.

312/04-17

**Minutes of previous meeting**

The Clerk informed the meeting that she had received Mr Airey's apologies for the last meeting therefore subject to the amendment to delete the wording in 277/03-17 'Mr Airey was absent' and replace with. 'Apologies were received and accepted from Mrs J Farnham (personal) and Mr Airey (personal)', the minutes of the Orton Waterville Parish Council meeting held on 15 March 2017 were unanimously agreed and **RESOLVED** as a correct record of the meeting and signed by the Chair.

313/04-17

**Clerks update**

1. Post box on Orton Northgate – Royal Mail is in the process of accessing whether the estate meets the required criteria required for a post box.
2. Woodland Trust hedge pack – 105 hedge plants have been received to create a natural boundary around the allotments on Wyman Way. Mrs Goode and Mr Proudfoot have been to the site and drawn up the boundary plan as to where they should be planted by the parish council maintenance contractor.
3. There were no other matters.

314/04-17

**Correspondence received and noted:**

1. CAPALC: - Outreach Councillor training at Northborough Parish Council and Little Paxton
  - NALC Newsletter
  - Green Book update
  - Request to respond to Housing White Paper Consultation
  - Training courses April – July 2017
  - Pay scales for Clerks 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018
  - Town & Parish Council survey results workshop session
  - New audit arrangements
  - Governance and Accountability for Smaller Authorities in England Sections 201-5
2. LCPAS: - New Crowd Funding and Planning & Well Being guides
  - Report on Government inquiry into Public Parks
3. Peterborough City Council: – Peterborough Local Plan Update
  - Consultation on Draft Hackney Carriage and Private Hire Licensing policy
4. Cross Keys homes joint Southern and Western Area Panel walkabouts
5. Anglian Water Business merger

315/04-17

**Parish Council Liaison**

Reports from the recent meetings attended by Mr Froggitt were circulated. Mr Rouse noted that in one of the received reports from Mr Froggitt it stated, 'that he had asked it to be recorded that his statement at the February meeting that OWPC were in favour of taking over open space maintenance is rescinded. OWPC have stated they are not in favour of taking on such duties.' This is incorrect because at the last meeting in agenda item 292/03-17 it was agreed that **at this moment in time** it was not of the opinion of Orton Waterville to take over grass cutting duties from the City Council. It was agreed that the Clerk will make Mr Froggitt aware of this.

**Action: Clerk.**

316/04-17

**Bulky waste collection**

This takes place on Saturday 29<sup>th</sup> April 2017 in Ortongate car park 11:00 am – 2:00 pm. There is an article in this month's Orton Oracle advertising the collection and the Clerk has received several enquiries for further information.

A concern was raised that the service may prove too popular and that the waste vehicles will not be able to take all the rubbish away. Councillor Elsey told the meeting that he would ensure that this does not happen and that enough vehicles will be made available.

Representatives from the Parish Council will be in attendance on the day.

**Action: All.**

317/04-17

**Employment of lengthsmen**

This request was raised at last month's public forum. Hampton Parish Council currently employs two lengthsmen and their duties include grass cutting, litter picking and stencil spraying. Councillor Elsey agreed to find out the process of employing a lengthsmen for the parish. There will be a lengthsmen question on the survey and this will give a good indication as to how many residents would want this service within the parish.

**Action: Councillor Elsey.**

318/04-17

### **Glutton machine**

Peterborough City Council has offered the Parish Council a Glutton machine for their use within the Parish and that it could also be shared with Orton Longueville Parish Council. There are no costs attached and the City Council would carry out any service requirements on the machine, provide rubbish bags and take away any rubbish collected.

The Clerk and Mrs Goode have been to see the machine in action at Bretton Parish Council who employs two people through a return to work scheme 16 hours per week. It was suggested that if the Parish Council employed a lengthsman, they could use this machine as part of their duties.

Possible locations to house the machine were suggested; the bowls club storage unit or in Amey's depot near Ormiston Bushfield Academy. Mr Proudfoot abstained from voting. It was **RESOLVED** to accept Peterborough City Councils offer of the Glutton machine and discuss the matter further in conjunction with the employment of a lengthsman.

**Action: Clerk.**

319/04-17

### **Possible acquisitions of Orton Wistow community centre by Parish Council**

The recent meeting with Caroline Rowan, Communities Estate Manager at Peterborough City Council was informative. David Preston, Chairman of the Wistow Community Association also attended and indicated that the Association would ideally prefer that the Parish Council takes over the centre. Caroline Rowan has a deadline of December 2018 to finish her review of the 33 community centres in Peterborough. The Salvation Army are interested in taking over Matley community centre therefore only Wistow Community Centre is available for possible acquisition.

During the meeting with Caroline it was noted that there are many concerns surrounding Napier Place car park which is Crown land. The electricity will soon be cut off because the direct debit has been stopped and there may be no lighting on the car park. It was suggested by Caroline that should the Parish Council decide to take over the centre that it would do so only on the condition that Peterborough City Council purchase the car park on behalf of the Parish Council from Crown Estates.

The following options are available:

1. Wistow Community Association acquires the centre either on a Freehold or Leasehold basis and pays all associated running and maintenance costs.
2. The Parish Council acquires the centre either on a Freehold or Leasehold basis and pays all associated running and maintenance costs. A committee would be needed to continue running the building.
3. After the 2018 deadline has passed and no organisation wants to take over the centre, it is possible that any remaining centres will be passed over to a Trust to manage them all, similar to Vivacity.

After discussion it was **RESOLVED** that a working group will be set up to look into the feasibility and cost implications of taking over the centre and produce a report to allow the parish Council to make an informed decision as to whether or not it is viable and to pursue the matter further. Members of the working party will be Councillor Elsey, Councillor Aitken and Mr Froggitt.

**Action: Councillor Elsey, Councillor Aitken, Mr Froggitt.**

320/04-17

### **Website security**

Prior to the meeting Mr Froggitt informed the Councillors that Peterborough City Council are looking into setting up an umbrella site on their website for all the Parish Councils in their area. Parish Councils could either have a new website setup for them or have a link directly to their existing website. The main advantage of this would be that the City Council would look after the maintenance and updates of the websites thus reducing costs for Parish Councils.

The Clerk informed the meeting that she was still having problems trying to update the website and was still trying to sort this out with Jonathan Frascella.

In view of both of these points it was agreed to defer this item until a future meeting.

**Action: Clerk.**

321/04-17

### **Environmental working party**

The next meeting will take place at on 10<sup>th</sup> May at 6:30 pm in the Environmental Agency offices in Orton Southgate because the village hall is unavailable. The meeting venue was approved by the Chair prior to the meeting.

Mrs Fearon raised a matter of concern regarding the Terms of Reference for the working party and questioned the meaning and relevance of this group. Mr Proudfoot stated that the working party is only a group where discussions take place and no decisions are made. Recommendations are always

presented to the full Parish Council. The Terms of Reference were agreed at the Parish Council meeting on 21 December 2016 and therefore cannot be amended until June 2017 in accordance with Standing Orders. It was agreed that the Terms of Reference will be an agenda item next month.

**322/04-17**

**Leisure and Amenities working party**

The report from the recent meeting was circulated and in particular it was noted:

- The Gannocks play area – Mr Proudfoot is obtaining another quotation for the new play equipment.
- Cemetery fees are being reviewed.

**323/04-17**

**The Gannocks play area**

Councillor Aitken raised a concern regarding the signage on two of the entrances into the field. Both signs have been defaced with graffiti and there is a slight difference in the wording relating to dogs. One states 'No dogs', the other 'No dog fouling'. It was **RESOLVED** that the signs should be cleaned and that both should state 'No dog fouling'.

**Action: Clerk.**

**324/04-17**

**Speedwatch**

Eleven people attended the recent training at the village hall. Additional training can be provided if more people wish to join the group.

Ms Howell has been with Paul Cole, Speedwatch Area Co-coordinator to scope possible sites and the following 30 per hour speed limit locations have been approved:

- Cherry Orton Road
- Goldhay Way
- Lady Lodge Drive
- Lynchwood
- Oundle Road
- Wistow Way

The first watch will be sometime between 6<sup>th</sup> and 20<sup>th</sup> May and Paul Cole will be present on this first session. Should anyone wish to contact the group their email is: [csw.ortonwaterville@outlook.com](mailto:csw.ortonwaterville@outlook.com)

**325/04-17**

**Parish Council survey**

Mr Airey circulated three quotations for the printing of the survey. An additional quotation was also circulated which included a mail merge option where the company also sends out the survey via Royal Mail. Further quotations will need to be obtained for the survey to be hand delivered to all households within the Parish. In addition to this the Freepost needs to be set up, the online survey and survey QR code.

It was **RESOLVED** to accept the lowest printing cost provided by Solopress. In addition to this and to prevent further delay of the survey, Mr Airey will obtain delivery quotations for the survey, set up the online survey and survey QR code. The Clerk will set up the Freepost. All these costing should fall within the already agreed allocated budget of £500.00 however an allowance in price variance of 10% will be acceptable.

**Action: Mr Airey, Clerk.**

**326/04-17**

**Bushfield Bowls Club**

A report from the club on its renovations was circulated including photographs. The club once again thanked the Parish Council for their grant of £5,000 towards the creation of a new store and changing room for Bushfield Bowls Club. The new building is now up, lighting and power have been installed and suitable storage cupboards obtained for the Club's bowls equipment.

In the next few weeks they are hoping to paint the new wall and move all of the equipment from the original club-house to the new store. This will give them more space for socialising not only for their club members but also visiting teams.

There is still a lot of work to do by way of refurbishment of the original club-house, the provision of storage facilities for member's equipment, the completion of the changing room facility and the restoration of the area between the two buildings which has been significantly disturbed by the building works. Finally and most importantly fundraising continues so that these items might be completed.

Peterborough City Council have also made a valuable contribution by installing a storage tank and automated watering system that is hoped will go some way to improving the bowling green surface.

327/04-17

### Maintenance of St Mary's closed Churchyard

Peterborough City Council has confirmed that if the Parish Council serves notice on them to take over the maintenance responsibility of the churchyard to them, then it will become part of their normal cutting regime and they will keep it in 'decent order'. As was previously suggested the Parish Council would not be able to come to the same arrangement which is in place with the grass cutting at Plegan place where the full maintenance cost is reimbursed because the Church yard is officially closed and different legislations applies. If the Parish Council decides to take on the maintenance responsibility then they will have to fund it themselves via the precept.

The two available options were discussed:

1. Keep the maintenance responsibility with the Parish Council but future precepts may need to increase to cover the maintenance costs.
2. Serve notice on Peterborough City Council to take over the maintenance responsibly and the Parish Council would have no further involvement in the maintenance. One problem which could occur from this is the Parish Council receiving complaints that the grass is not being cut often enough.

Councillor Elsey abstained from voting. It was **RESOLVED** that the Parish Council will take on the responsibility of the maintenance of the closed church yard at St Mary's Church, Orton Waterville because the church yard is a major part of the parish. If necessary future precept may be increased to cover these maintenance costs.

328/04-17

### Cemetery

There were no matters of concern.

329/04-17

### Allotments

1. The Clerk asked the Parish Council if they would consider purchasing an Allotment Management software package for her to use to better manage allotment records. This would be from the same company which already provides the Accounts and Cemetery software packages. It was **RESOLVED** that the Parish Council will purchase this additional software package at a cost of £486:00 (first year costs: software purchase including training and first year support and Maintenance single user Licence), ongoing annual cost £116 (Support and Maintenance single user Licence).

#### Action: Clerk.

2. Gostwick – The Clerk reported that before she could let out allotment plot OBB she had to ask the maintenance contractor to remove a large pile of rubbish from this plot because other tenants had put it there. She has sent an email to all allotment tenants reminding them that they must remove their rubbish from the site and not leave it on vacant plots.
3. Cherry Orton Road – Amey has cleared a 1m strip back from the allotment boundary fence which runs alongside Dons Walk however this has left the whole area exposed and anyone can walk onto the site. Richard Harding has requested for the repair works because the exposed area is now far bigger than before. It was **RESOLVED** that the Clerk will obtain a further two quotations and accept the lowest price for the repair of the fence because of the urgency of the matter.

#### Action: Clerk.

4. Wyman Way – A leak on the tap is being repaired by the maintenance contractor.

330/04-17

### Finance & Administration

1. The following Electronic (E) and Cheque (C) payments were authorised:

Orton Counselling Service for Young People	Grant award S137 LGA 1972	£1000.00	C
Orton Wistow Under 5's	Grant award S137 LGA 1972	£500.00	C
How Now Designs	Parish Council logo design	£120.00	E
R Harding & Son Landscaping	Cemetery maintenance (Apr) and other minor works	£465.00	E
Peterborough Office Supplies	Black printer toner	£35.58*	E
RBS Business Solutions	Cemeteries Software Maintenance	£220.80*	E
CAPALC	Affiliation Fee 2017/18	£910.69	E
Clerk's salary	Salary (Apr)	£1125.69	E
Clerk's expenses	Reimbursements (Apr)	£88.57	E
HM Revenue & Customs	Tax and NI (Apr)	£248.31	E
Cambridgeshire County Council	Superannuation (Apr) employer & employee contributions	£511.55	E

\*Denotes VAT at 20%

2. Received income noted:

Allotment rent	£99.00
Cemetery fees	£330.00
HSBC Bank interest	£0.20

3. The Clerk informed the meeting that the Co-operative bank investment account is no longer a six month investment account and the interest rate is only 0.03%. The money can be withdrawn at any time. It was **RESOLVED** that the Clerk will look into alternative investment accounts.

**Action: Clerk.**

4. A copy of the End of year accounts was circulated. The internal audit will take place on 10<sup>th</sup> May and the final end of year accounts will be presented for authorisation at the next meeting.

**331/04-17**

**Planning matters**

**1. Comments on any new applications**

17/00302/HHFUL	Revised plans - Two storey extension to rear and single storey front extension at 37 Beverstone, Orton Brimbles, Peterborough PE2 5YN	No comments
17/00341/HHFUL	Revised plans – Single storey side and rear extension at 8 Wyman Way, Orton Waterville, Peterborough PE2 5HA	No comments
17/00455/FUL	Proposed change of use from Police Station (sui generis) to a use within Classes A1, A2, A5 or D1 at 38 Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough PE2 5TD	No comments
17/00466/HHFUL	Erection of single storey front and rear extensions at 27 Brackenwood, Orton Wistow, Peterborough PE2 6YP	No comments
17/00472/FUL	Installation of new shop fronts to existing openings at 9 Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough PE2 5TD	No comments
17/00527/ADV	Installation of 3 no non-illuminated building signs at Perkins, Southgate Way, Orton Southgate, Peterborough PE2 6YG	No comments
17/00520/R3FUL	Proposed two storey extension to west elevation of existing school and associated external works including revised access, cycle parking and landscaping to accommodate 300 additional pupils at Ormiston Bushfield Academy, Bushfield, Orton Goldhay, Peterborough PE2 5RQ	No comments

**2. Decisions noted on previous applications**

16/02273/LBC	Removal of existing front porch and replacement with new smaller oak porch at Waterville House, 39 Cherry Orton Road, Orton Waterville, Peterborough PE2 5EQ	Permitted
16/02381/FUL	Change of use from A1 to A5 (hot food takeaway) to part Unit 1 and Unit 18 at Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough	Permitted
16/02382/FUL	Change of use to Units 18 and part Unit 1 from A1 to A3, Units 31-33 from A1 to D2 and Unit 38 from Sui Generis to A1 (funeral Parlour) at Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough	Permitted
17/00095/FUL	Construction of service building within an existing yard area, adjacent to the existing Cambridge Suite and a wall to the adjacent timber clad service building at East of England Showground, Oundle Road, Alwalton, Peterborough PE2 6XE	Permitted
17/00140/FUL	Construction of a new external plant housing to the rear of the Cambridge Suite, insertion of a new timber window to the Cambridge Suite and replacement cladding to the Peterborough and Cambridge Suites at East of England Showground, Oundle Road, Alwalton, Peterborough PE2 6XE	Permitted
17/00170/HHFUL	Erection of 2m high boundary wall to N/W at 29 Earlswood, Orton Brimbles, Peterborough PE2 5UG	Permitted
17/00197/FUL	Removal of existing 12.0 m monopole and replacement with a 15.0m phase 5 monopole with installation of 1no. cabinet and associated development at Communication Station Site, Brimbles Way, Orton Brimbles, Peterborough	Permitted
17/00253/ADV	1 internally illuminated totem sign, 1 non illuminated pole hanging sign, 2 internally illuminated freestanding directional signs, 2 internally illuminated fascia directional signs, 1 non illuminated freestanding sign, 2 internally illuminated freestanding signs, 4 internally illuminated fascia signs, 1 internally illuminated double sided sign and 5 externally illuminated fascia signs at Starbucks, Paxton Road, Orton Goldhay, Peterborough PE2 5LD	Permitted

3. Feedback from the recent Customer Planning Forum was received and in particular it was noted that as part of the future Highways improvements £1m funding has been secured to build an additional lane from Alwalton junction to Lynch Wood to improve capacity into the business park and reduce queueing onto the A1.

4. Mr Rouse informed the meeting that he, Councillor Stokes and the Clerk had recently attended a meeting with Nick Harding, Head of planning at Peterborough City Council regarding the Planning Inspectorate decision in favour of RP Meats Ltd. Peterborough City Council planning department are not pursuing this matter any further however they will contact the Highways department and ask if there are any highways restrictions e.g. traffic calming, which can be put into place to help the local residents with the traffic problems. Councillor Elsey also agreed to look into possible highways solutions.

**Action: Councillor Elsey.**

**332/04-17**

**Maintenance matters**

- A dead tree on the walk way leading from Chapel Lane to the cemetery needs removing.
- Dog waste bins installed by Chamonix are not being emptied in Orton Northgate. Councillor Elsey will look into this.
- Quality of footpath repair on Wistow Way at junction with Whitewater. Councillor Elsey has raised this with Highways department.
- Parking by contractors is still an issue at Matley for residents. This will be raised with the Enforcement Team.

**332/04-17**

**Future agenda items and announcements**

Announcements:

- As from 1 May 2017, Mrs Brown will also be Clerk to Orton Longueville Parish Council.

Agenda items:

- Terms of Reference of Environmental working party.
- Community Volunteer request – GIS mapping.

**334/04-17**

**Date of next meeting**

Wednesday 17 May 2017 at 7:00 pm – Annual meeting of the Parish Council.

There being no further business the meeting closed at 9:24 pm.