

# ORTON WATERVILLE PARISH COUNCIL

Clerk to the Parish Council: Mrs A Brown  
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## Minutes of the Orton Waterville Parish Council Annual meeting held in the Village Hall, Glebe Avenue, Orton Waterville on Wednesday 17 May 2017 at 7:00 pm.

**PRESENT:**

Cllr G Elsey (Chair)	Mr M Chambers	Mr T Rouse
Mrs D Sandles	Mr A Airey	Cllr J Stokes(absent 7:10 pm–7:22 pm)
Cllr K Aitken	Ms J Howell	Mr B Warne (from 7:25 pm)
Mrs J Farnham	Mrs B Fearon	Mr R Proudfoot
Mrs J Goode	Mrs A Brown (Clerk)	

**Members: 13 Quorum: 5**

**Members of the public: 1**

**01/05-17 Apologies for absence**  
None.

**02/05-17 Election of Chairman**  
Nominations were called. Mr Rouse and Councillor Elsey were both proposed and seconded. A private vote was taken and Councillor Elsey was elected with a majority vote.

**03/05-17 Election of Vice Chairman**  
Nominations were called. Mr Rouse and Mrs Goode were both proposed and seconded. A private vote was taken and Mrs Goode was elected with a majority vote.

**04/05-17 Acceptance of Office**  
Councillor Elsey and Mrs Goode signed their declaration of acceptance.

**05/05-17 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.

**06/05-17 Public Forum**  
It was **RESOLVED** to close the meeting for a period of time to allow members of the public to participate in a public forum. The meeting closed at 7.10 pm.  
A member of the public raised a matter relating to graffiti in the parish. Councillor Elsey explained that Peterborough City Council only have a budget of £100,000 to deal with graffiti across the whole of the city but that the graffiti Hit Squad (as mentioned in minutes from previous meetings), will soon be up and running and targeting the parish as a priority. It was noted that if the Parish Council gave money to the City Council to help with problem, it would simply be swallowed up in the budget. It was agreed that Councillor Elsey will speak with the graffiti removal team and ask them what specific things that the Parish Council can do to help with the problem and report back.  
The meeting reconvened at 7:42 pm.

**07/05-17 Local Police matters**  
The Safer Homes event takes place on Wednesday 24<sup>th</sup> May 2017 at Hampton Police Station 2:00 pm – 7:00 pm.

**08/05-17 Ward Councillors**  
There were no reports from ward councillors.

**09/05-17 Minutes of previous meeting**  
The minutes of the Orton Waterville Parish Council meeting held on 19 April 2017 were unanimously agreed and **RESOLVED** as a correct record of the meeting and signed by the Chair.

10/05-17

**Clerks update**

1. Quality of footpath repair on Wistow Way at junction with Whitewater raised under maintenance at the last meeting is being addressed by Highways at Peterborough City Council.
2. Peterborough Roller Hockey team are now in possession of sample tracksuits which will bear the Parish Council name. As a way of further involvement the club has asked if the Parish Council would like to donate a trophy for annual re-presentation by the council to one of its players. The category could be for 'most improved player of the year, or something similar. This was agreed as an agenda item for next month.

11/05-17

**Appointments confirmed to outside bodies:**

- Orton Waterville United Charities – Mrs Goode
- Parish Council Liaison Group - Mr Chambers and Mr Froggitt (when meetings coincide)
- Village Hall Management Committee – Mr Rouse
- Orton Counselling Service for Young People – Mrs Sandles
- Orton Southgate Residents Association – Councillor Elsey

12/05-17

**Correspondence received:**

1. Privy Council Office – Final Order in Council relating to burials in the Parish of St Mary the Virgin churchyard, Orton Waterville, Peterborough – noted.
2. Nenescape newsletter – a letter on behalf of the Parish Council supporting Nenescape Landscape Partnership project Board has been sent.
3. Funding information Peterborough CVS – noted.
4. CLT East newsletter – noted.
5. Peterborough Health and Wellbeing Strategy 2016-19 document – noted.
6. Local resident – Business Park involvement in local community – the Parish Council deemed this as a good idea. The meeting was informed that the business park has a committee which meets several times a year which it uses to engage local businesses. It was agreed that the Clerk will notify the resident of this committee and also ask them if they have any ideas on how to achieve more involvement between the two parties.
7. CAPALC: - NALC newsletter and Chief Executives Bulletin 14 – noted.
  - Cambridgeshire Pension Fund Board minutes – noted.
  - Charity Conference 2017 – noted.
  - Managing and Funding Green spaces event – noted
  - Funding Alert – noted.
  - Young people's mental health report – noted.
8. MAGPAS Air Ambulance – request for funding was received. The Clerk will send a grant request application form.
9. Peterborough City Council – Notification of consultation on the Castor and Ailsworth Neighbourhood Plans – noted.
10. Adult Services & Communities – List of Scrutiny Co-opted members.
11. Election Fraud posters/leaflets – noted.

13/05-17

**Orton Counselling Service for Young People**

A letter of thanks was received from the Counselling Service for the recent Parish Council donation. Mrs Sandles gave an update from the recent meeting which she attended. 78 counselling sessions have taken place between February and April 2017 for children in years 8 – 13 and they have a waiting list for the service. Donations are sometimes difficult to source because of the nature of the service being provided and it was suggested that the Co-op store on Oundle Road could be approached because they do give money towards community projects.

14/05-17

**Bulky waste collection**

This was very well received by local residents and the Clerk has received two emails of thanks. Improvements for the next collection were discussed including paying for two refuse vehicles to be on site from the start to avoid disruption of service which occurred last time due to waiting for nearly an hour for the full vehicle to be swapped over with an empty one.

Mr Airey informed the meeting that Orton Longueville Parish Council are considering running a similar scheme but are going to wait and see if there is a reduction in fly tipping within the Ortons as a result of Orton Waterville's scheme.

Ms Howell asked if it was known how much tonnage of rubbish was taken in. Councillor Elsey said that he could find this figure out along with the number of fly tipping incidents attended by the City Council two months prior to the collection and will then obtain them for the two months after the collection date for comparison to see if the service has at all been effective.

Mr Rouse asked the Parish Council if they would agree to set another collection date. It was noted that there are major developments currently taking place in the Ortongate car park and this may have a bearing as to whether the collection can take place at this location. It was **RESOLVED** that another bulky waste collection will be arranged for the end of July with two refuse vehicles on site between 10:00 am and 12:00 pm. The Clerk will organise this again.

**Action:** Cllr Elsey and the Clerk.

**15/05-17**

**Employment of lengthsman**

Councillor Elsey reported that he has made initial enquiries and that there is no set amount which parishes pay for their lengthsman. The Peterborough City Council cabinet member who is in charge of this area and arranged the lengthsman at Hampton Parish Council is currently on leave. Councillor Elsey will contact him on his return and send out any information before the next meeting.

**Action:** Cllr Elsey.

**16/05-17**

**Speedwatch**

No update this month.

**17/05-17**

**Peterborough City Council Scrutiny Committee meetings**

Councillor Aitken voiced concerns that there were not enough Parish Councillors on these committees. The requests to express an interest in joining these committees were circulated to all members but there was no take up. The Rural Scrutiny Committee has since been disbanded and merged into four new committees making them more relevant; Health Scrutiny Committee; Adults and Communities Scrutiny Committee; Children and Education Scrutiny Committee; Growth, Environment, and Resources Scrutiny Committee. Mr Airey, Mr Proudfoot and Mrs Fearon expressed an interest in joining the committees. It was agreed that the Clerk will find out if this is possible.

**Action:** Clerk.

**18/05-17**

**Parish Liaison**

Notes from the recent working party attended by Mr Froggitt were circulated for noting. It was highlighted by Mr Froggitt that should the Parish Council wish to take over any grass cutting duties from Peterborough City Council at any point in the future, that they must make their intention known now before the new maintenance contract is signed otherwise there may be costs attached to coming out of the contract. Councillor Elsey agreed to find out the current grass cutting costs for the parish.

**Action:** Councillor Elsey.

**19/05-17**

**Website security**

The Clerk reported that she and Mr Froggitt recently had problems trying to update the website due to updates on the system but that Jonathan Frascella had managed to resolve them. The system updates have meant that the layout on the website has changed and the Clerk asked if she could be retrained in this area by Johnathan - this was **RESOLVED**.

**Action:** Clerk.

**20/05-17**

**Environmental working party report and Terms of Reference**

Feedback from the recent meeting was given.

- Pond improvements – these are now being funded by Peterborough City Council in conjunction with the Wildlife Trust. This is part of a strategy where 10 ponds across the city are being enhanced to improve habitat. Plans will be produced for both ponds.
- The Wildlife Trust can produce a plan for The Gannocks for under £500. It was **RESOLVED** that this should be done.
- Hedges around the allotments at The Gannocks have not yet been planted.
- Froglife are to look at the possibility of a new pond at The Gannocks.
- Peterborough City Council is preparing a trees strategy for public consultation.
- Community Orchard revival. It has been identified that there once was a traditional orchard at the back of The Maples where there are still some fruit bearing trees. The working party would like the opportunity to replant the area with fruit trees for the benefit of residents.
- Produce a digital map of the parish using the services of a recently retired volunteer from the Environment Agency.
- Develop a long term plan in conjunction with Peterborough City Council to get an overview of the area and identify areas for development in the future and with a plan of the parish.
- Terms of Reference were revised and circulated for discussion at the next meeting.

**21/05-17**

**Community Volunteer for GIS mapping**

This was mentioned during the feedback from the Environment Working party and in future will come under that agenda item.

22/05-17

**Leisure and Amenities working party**

Feedback from the recent meeting was given.

- The most recent revised quotation for new play equipment at The Gannocks was discussed and it was decided that it would be best if the original play area was extended to accommodate four new pieces because the demographics of the children in the area is unknown. It was agreed that the residents who originally asked for more equipment should be invited to look at the proposal including a 3D plan of the area. A quotation to extend the fencing would be sought from the original fencing contractor to compare costs. It was suggested that other play areas in the parish may also be enhanced by the Parish Council.
- Cemetery fees were looked at because there has been no take up of the sanctum units and the pricing structure is quite lengthy. It was agreed that Mr Chambers, Mrs Farnham and Mrs Goode will look at revising the fees and report back at a future meeting.
- Cemetery Health and Safety assessment is due.

**Actions:** Play area – Mr Proudfoot.

Cemetery fees – Mr Chambers, Mrs Farnham, and Mrs Goode.

Health and Safety assessment – Mrs Farnham, Mrs Goode.

23/05-17

**Orton Wistow Community Centre acquisition working party**

The working party have had their first meeting and are arranging to meet with Caroline Rowan from Peterborough City Council who deals with this area. They will also be meeting with the committee and Chair of the Orton Wistow Community Centre Association. Mr Froggitt has also spoken with Bretton Parish council regarding their experience in taking over a community centre. A report will be produced in due course on the viability of the Parish Council acquiring the centre.

24/05-17

**Parish Council survey**

The Response License has been received and Mr Airey is able to go ahead and prepare the survey for distribution.

25/05-17

**Cemetery**

There were no matters of concern.

26/05-17

**Allotments**

1. Gostwick – Mr Airey noted that there was no reduction in rent for new tenants taking on an allotment half way through the year which may discourage new tenants. The Clerk stated that there is no provision for this in the current Allotment Tenancy agreement.
2. Cherry Orton Road:
  - The Clerk received two further quotations for the repair of the fence which were excessively more than the quotation given by the Parish Council maintenance contractor. As resolved at the last meeting, Mr Harding has been instructed to carry out the repairs.
  - It was reported that an allotment plot appears to be in a poor state of cultivation. The Clerk will write to the tenant.
3. Wyman Way – there were no matters of concern.

27/05-17

**Finance & Administration**

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

R Harding & Son Landscaping	Cemetery maintenance (May) and other minor works	£495.00
Amey/PCC	Bulky waste collection service 29 April 2017	£608.12*
Peterborough Office Supplies	Coloured printer cartridges & envelopes	£141.42*
Clerk's salary	Salary (May)	£1045.25
Clerk's expenses	Reimbursements (May)	£57.02
Cambridgeshire County Council	Superannuation (May) employer & employee contributions	£363.53
HM Revenue & Customs	Tax and NI (May)	£511.55

*\*Denotes VAT at 20%*

2. Income received

Cemetery fees	£500.00
Bank interest	£0.20

3. Annual Return for the accounts year ended 31 March 2017:

(a) The Annual governance statement 2016/17 for signing by the Chair and Clerk was **RESOLVED**.

(b) The Accounting statements 2016/17 for signing by the Chair and Responsible Financial Officer (Clerk) were **RESOLVED**.

4. The effectiveness of the system of internal control and note the Internal Auditors report for 2016/17 was reviewed and deemed satisfactory.
5. It was **RESOLVED** to award an honorarium of £300.00 for the Internal Auditor 2016/17.
6. The Internal Auditor for 2017/18 was confirmed as being Mr Mark Hazlehurst again.

28/05-17

### Planning matters

#### 1. Comments on new applications:

17/00498/HHFUL	Proposed ground floor extension to East elevation and proposed first floor extensions to East and West elevations at 13 Martins Way, Orton Waterville, Peterborough PE2 5DY	No comments
17/00615/FUL	Single storey extension to the south elevation, landscaping alterations and fencing at St Johns Church Of England, Riseholme, Orton Goldhay, Peterborough PE2 5SP	No comments
17/00725/HHFUL	Extension to first floor rear balcony and extension to pitched roof at 1 Farleigh Fields, Orton Wistow, Peterborough PE2 6YB	No comments
17/00828/LBC	Replacement aluminium guttering at Waterville House, 39 Cherry Orton Road, Orton Waterville, Peterborough PE2 5EQ	No comments
17/00660/FUL	Installation of ATM – retrospective at 6 Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough PE2 5TD	No comments
17/00857/FUL	Siting of a storage container and fencing (retrospective) at 19 Commerce Road, Lynch Wood, Peterborough PE2 6LR	No comments

#### 2. Decisions noted on previous applications:

17/00302/HHFUL	Two storey extension to rear and single storey front extension at 37 Beverstone, Orton Brimbles, Peterborough PE2 5YN	Permitted
17/00341/HHFUL	Single storey side and rear extension at 8 Wyman Way, Orton Waterville, Peterborough PE2 5HA	
17/00363/ADV	1 x fascia sign externally illuminated by overhead LED trough light at 9 Ortongate Shopping Centre, Bushfield, Orton Goldhay, Peterborough	Permitted
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	Permitted
17/00466/HHFUL	Erection of single storey front and rear extensions at 27 Brackenwood, Orton Wistow, Peterborough PE2 6YP	Permitted
17/00527/ADV	Installation of 3 no non-illuminated building signs at Perkins Southgate Way Orton Southgate Peterborough	Permitted

29/05-17

#### Meeting dates confirmed for the next year

These were confirmed as being the third Wednesday every month at 7:00 pm except in August when there is no meeting.

30/05-17

#### Maintenance matters requiring action by the Clerk

- Overton Way fence – request for anti-climb paint to be painted onto it.
- Dog bin on Skye Close, Orton Northgate removal request on grounds of Public Health because it is full and not being emptied by Persimmon Homes Maintenance contractor.
- The road at the junction of Church Drive and Cherry Orton Road is in a poor state of repair and needs attention.
- Request for concrete block between Dunblane Drive and Loch Lommond Way to be replaced with concrete bollards to look more aesthetically pleasing.

31/05-17

#### Future agenda items and announcements

- Mr Rouse attended the official opening of the new St Johns School by the Duke of Gloucester.
- Councillor Elsey presented Mrs Farnham with the Civic Award for Community Involvement on behalf of Peterborough City Council.

32/05-17

#### Date of next meeting

Wednesday 21 June 2017 at 7:00 pm.

There being no further business the meeting closed at 9:29 pm.