

ORTON WATERVILLE PARISH COUNCIL

Clerk to the Parish Council: Mrs A Brown
46 Oakdale Avenue, Stanground, Peterborough PE2 8TA
Tel: 01733 346483 Email: clerk@ortonwaterville-pc.gov.uk
Website: www.ortonwatervilleparishcouncil.org.uk

Minutes of the Orton Waterville Parish Council Annual meeting held in the Village Hall, Glebe Avenue, Orton Waterville on Wednesday 16th May 2018 at 7:00 pm.

PRESENT: Councillors J Farnham (Chair), J Goode, J Stokes, A Airey, B Warne, R Proudfoot, J Howell (from 7.37 pm) and Mrs A Brown (Clerk)

Members: 13 Quorum: 5

Members of the public: 1 PCSO's Igor Simonov and Sam Wilkinson

34/05-18 Apologies for absence

Apologies were received and accepted from Cllr Sandles (personal), Cllr Rouse (personal), Cllr Fearon (personal) and Cllr Chambers (personal).

35/05-18 Election of Chairman and acceptance of Office

Nominations were called. Cllr Farnham and Councillor Rouse were both proposed and seconded. A private vote was taken and Cllr Farnham was elected with a majority vote. Cllr Farnham signed her Declaration of Acceptance of Office.

36/05-18 Election of Vice Chairman and acceptance of Office

Nominations were called. Mrs Goode was proposed and as there were no further nominations, the proposal was carried. Cllr Goode signed her Declaration of Acceptance of Office.

37/05-18 Declaration of Interests and Dispensations

Cllr J Stokes – agenda item 60/05-18.

38/05-18 Public Forum

None.

39/05-18 Local police matters

Comparison between the number of crimes reported to the police in March 2017 and March 2018:

	March 2017	March 2018
Total violent crime	9	9
Domestic violence	10	16
Burglary dwelling	1	0
Burglary none dwelling (shed)	1	2
Robbery	2	0
Theft from vehicle	3	2
Criminal damage	10	7
Anti-social behaviour	3	11
Total crimes recorded	51	48

Comparison between the number of crimes reported to the police in April 2017 and April 2018:

	April 2017	April 2018
Total violent crime	12	10
Domestic violence	12	9
Burglary dwelling	1	2
Burglary none dwelling (shed)	2	3
Robbery	2	0
Theft from vehicle	2	4
Criminal damage	18	9
Anti-social behaviour	19	12
Total crimes recorded	77	59

PCSO Sam Wilkinson introduced herself to the meeting and said that she is one of the three PCSO's for the area and works alongside PCSO Igor Simonov. The PCSO's will be attending meetings when work commitments allow.

Cllr Proudfoot asked the PCSO's if it was possible to add a bit more interpretation to the crime figures which they supply and if there are any growing concerns in certain areas, the Parish Council could perhaps help.

Cllr Stokes noted that there was no drug related offences in the figures supplied. PCSO Wilkinson stated that she does not think that she has access to the database for these figures and that they are not able anyway to share data or Intel on drug related offences anyway. In addition to this, drug related offences are not on the police list of priorities and they do not have enough man-power to pursue some of the crimes reported to them.

Cllr Goode asked what contribution the Parish Council can make to help the police. Both PCSO's stressed that it is important that all crime is reported to the police using the various methods available as this helps to flag up problems and show any crime patterns occurring.

Cllr Goode asked if the police were seeing graffiti as a rising problem again. PCSO Simonov stated that he did not think that there were any major issues with this at the moment even though various areas of the parish has seen some fresh graffiti in subways and on utility boxes. It was confirmed to the meeting that the utility boxes require the permission of the utilities companies before any graffiti can be painted over and the same rule applies to any graffiti painted on private residential walls.

40/05-18 Ward Councillors

There were no reports.

41/05-18 Minutes of previous meeting

The minutes of the Orton Waterville Parish Council meeting held on 18th April 2018 were unanimously agreed and **RESOLVED** as a correct record of the meeting and signed by the Chair.

42/05-18 Matters arising from previous meetings

Cllr Airey asked when the hedges were going to be planted at Wyman Way allotments. The Clerk said that she would ask Richard Harding and report back at the next meeting.

43/05-18 Councillor vacancy

The resignation of former Councillor Gavin Elsey was noted. An election notice has been displayed on Parish Council noticeboards and website. If no request for an election by ten local government electors for the parish is made by 31st May 2018, then the vacancy can be filled by co-option.

44/05-18 To confirm appointments to outside bodies:

- Orton Waterville United Charities – Cllr Goode.
- Parish Council Liaison Group - Cllr Chambers (to be confirmed at the next meeting).
- Village Hall Management Committee – Cllr Rouse.
- Orton Counselling Service for Young People – Cllr Sandles (to be confirmed at the next meeting).
- Orton Northgate Residents' Associations – Cllr Howell.
- Orton Southgate – Cllr Warne.

45/05-18 Correspondence received

1. CAPALC: Bulletin May 2018 – noted.
2. CAPALC: NALC Chief Executive bulletin – noted.
3. Peterborough City Council: Parish Councillor Co-opted members vacancies for the Scrutiny Committees' – any councillor wishing to sit on one of the committees must send their completed form to Sylvia Radouani by 28th May 2018.
4. Artists' Open Garden Day: Quaker Meeting House, 21 Thorpe Road on 19th May 10am - 4pm.
5. Safer Together Event – City Learning Centre, Williamson Avenue PE3 6BA on 17th July 2018 6pm – 8pm – noted.
6. Vivacity: 'Peterborough Treasures' project and Peterborough Heritage Festival June 16th - 17th, showcasing Peterborough Migrants Heritage – noted.
7. Cross Keys Homes: Minutes from Area Panel meeting 11th April 2018 and agenda for meeting on 9th May 2018 – noted.
8. Highways England: Major maintenance on A1 (M) junction 17 – junction 16 southbound 11th May – 8th June 2018 – noted.
9. H Highways England: Major maintenance on A14 (M) northbound at Alconbury Interchange 8 June – 7 July 2018 - noted.
10. Local resident: Graffiti, littering and missing bins within the parish – Cllr Aitken has contacted Peterborough City Council regarding the missing bins. The bin at Stagsden was broken by kids and will be replaced. The bin at the top of Debdale/New Road should be getting replaced after it was broken during the winter. The bin between Overton Way and Cherry Orton does not get used and would be more use on the path / field behind Rangefield/Sevenacres as there is a dog bin and it is not big enough at present and is constantly over flowing.
11. Alzheimer's Society Picnic in the Park: Wednesday 23rd May, 11.30 am – 2 pm in Hinchingsbrooke Park.

12. News from the Police and Crime Commissioner: Newsletter.
13. Hate crime and stop search survey: <https://www.surveymonkey.co.uk/r/HTG3TG9>
14. Orton Counselling Service for Young People: Thank you letter for recent donation and quarterly report.
15. Cambridgeshire and Peterborough Minerals and Waste Local Plan Preliminary Draft Consultation: 16 May 2018 to 26 June 2018. This can be viewed online at: <https://www.peterborough.gov.uk/council/planning-and-development/planning-policies/minerals-and-local-waste-plan/>
16. Care Network Cambridgeshire: Registered charity offering free short-term practical help to vulnerable individuals in their own homes. See Parish Council website for more details.
17. Peterborough City Council Digital Connectivity Project for Parishes: Annual charges information for Clerk's and Parish Councillors Google licensing. Clerk's email licence £79.00 per annum. Parish Councillor email per licence £33.00 per annum. In view of the new General Data Protection Regulations and Transparency Code it was agreed that these cost should be accepted and each Parish Councillor has their own email address for parish council business. Ward Councillors can continue using their Peterborough City Council email address if they want to for Parish Council business.
18. Local resident email: Request for more benches on Orton field and play areas. This will be an agenda item next month.

46/05-18 Production of a Neighbourhood plan for the parish

A report from the recent meeting with Cllr Rouse, Cllr Stokes and the Clerk was circulated to everyone prior to the meeting. Local resident Mr Paul Froggitt has been asked if he would be willing to help with the plan.

The Chair closed the meeting at 7.43 pm to allow Mr Froggitt to give his views on a Neighbourhood Plan for the parish. Mr Froggitt, a former parish councillor had suggested several years ago that the Parish Council produces an Action Plan rather than a Neighbourhood plan as it is much cheaper. He also said that a Neighbourhood Plan would not stop any of the planned developments already outlined in the Peterborough City Council Local Plan.

The Chair re-opened the meeting at 7.46 pm.

Cllr Proudfoot stated that a Neighbourhood plan is essential for future planning and budgeting. It was agreed to discuss the matter further at the next meeting.

47/05-18 Bulky waste collections

The next collection takes place on Saturday 9th June 2018 in the small car park at the back of the Orton Centre. A rota of councillors attending will be drawn up nearer the time. Cllr Stokes informed the meeting that the Leader of the City Council has said that the bulky waste collections have not had an impact on fly tipping.

48/05-18 General Data Protection Regulations

The Clerk reported that she is putting together the required privacy statements and consent forms which will be ready for adoption at the next meeting. The legislation is due to go for ascent this month and there have been a number of changes regarding the degree of compliance for parish and town councils. CAPALC have therefore decided to await the outcome of the actual approved legislation before they make any decisions on the impact of the Data Protection Officer.

49/05-18 The Gannocks play area

1. Update on Planning Inspectorate application – A reply to the 3 further objection letters will be submitted to the Planning Inspectorate tomorrow (16th May 2018).
Action: Clerk.
2. Update from Wildlife Trust management working group – Cllr Proudfoot reported that the working group had met and gone through all the points in the plan and fully supported the recommended actions. More natural outdoor areas was in the top 3 choices of new services in the survey which was carried out last year. The group decided that a consultation with parish residents should be carried out in the form of a more refined questionnaire with specific questions relating to habitats as well as asking for people's thoughts on environmental enhancements. It was agreed that the working group meets again to formulate the questions. A motion will be proposed at the next meeting for the survey to go ahead.
Action: Working party – Cllrs Proudfoot, Warne, Fearon and Rouse.

50/05-18 Orton Wistow play area

The Clerk has received a report from Paul Robertson at Peterborough City Council with a list of the play equipment in all the parish play areas which require attention. It was agreed that a few members of the Parish Council meet with Paul to discuss the needs at Orton Wistow and of the other play areas in the parish. Cllrs Stokes, Farnham and Goode agreed to go to the meeting; however other councillors will be welcome to attend if they are free. The Clerk will arrange the meeting.

Action: Clerk, Cllrs Stokes, Farnham, Goode.

51/05-18 Orton Oracle

Cllr Farnham suggested to the Parish Council that they fund a monthly page in the publication and put in regular articles. She further suggested that the cost could be shared with the neighbouring Parish Council in Orton Longueville. It was agreed that Cllr Farnham will find out the Orton Oracle costs for the next meeting. Cllr Airey will ask Orton Longueville Parish Council if they are interested in contributing to the Orton Oracle and sharing costs.

Action: Cllrs Farnham and Airey.

52/05-18 Locations of future parish council meetings

The Clerk has booked a room at Napier Place Sheltered Accommodation in Orton Wistow for the next meeting on 20th June 2018. Cllr Farnham confirmed that Christ Church in Orton Goldhay has been booked for the meeting on 17th October 2018.

53/05-18 New Standing Orders

New draft Standing Orders have been issued by NALC. The Clerk will revise the existing Standing Orders and present them to the Parish Council for adoption in due course.

54/05-18 Lengthsman for the parish

It was agreed to move forward with a lengthsman for the parish. The Clerk will obtain costs from Peterborough City Council and report back at the next meeting.

55/05-18 Orton Northgate Residents' Association

Cllr Howell reported that:

- Following a consultation, East of England way now has a 'No wait zone' in force. The lines are down but the signage is not up yet.
- There is a lack of grass cutting by the developer which is now long due to the recent rain and then sun.

56/05-18 Speedwatch

Cllr Howell informed the meeting that Orton Longueville Parish Council had recently discussed purchasing their own equipment with the possibility of sharing the costs with the Parish Council. She is finding out the costs and will report back.

No Speedwatch sessions have taken place recently as there has been an issue with sharing the equipment with another team on the other side of town, however Alwalton Parish Council now have a Speedwatch Scheme and it would be easier to share with them. Cllr Howell will be organising the next session as soon as the equipment issue has been sorted out.

57/05-18 Cemetery

1. Health and Safety report – The report highlighted that a rose bush had been planted in the border. This has now been moved to the newly created rose bed.
2. Cllr Goode reported that child burial fees have now been abolished. The Clerk will update the fees list.

Action: Clerk.

58/05-18 Allotments

1. New Allotment Tenancy agreement – the Clerk is still making the final amendments and should be ready for adoption next month.

Action: Clerk.

2. An email has been received from a resident living behind the allotments stating that rats are entering their garden from the allotments. The Parish Council are not aware of any rodent problems and no such reports or complaints have been received from allotment tenants. The recent wet weather will have naturally increased rat activity by pushing them out of the sewers. In view of this it was agreed to take no further action.

For background information: Cllr Proudfoot stated that he received 4 responses from the survey which he carried out last year of adjacent households to the allotments. One resident stated that the voles had disappeared from his garden, this could have been as a result of the rat poison which had been put down; one resident was concerned that rat poison may harm their pets and two households stated that they put their own rat poison down.

3. There were no other matters of concern.

59/05-18 Finance & Administration

1. The following electronic payments were authorised:

wave	Water charges Gostwick allotments	£22.62
wave	Water charges Cherry Orton allotments	£49.50
R Harding & Son Landscaping	Cemetery and churchyard maintenance	£460.00
R Harding & Son Landscaping	Allotments roadways grass cuts	£100.00

Enterprise Managed Services Ltd	Bulky waste collection 9 th June 2018	£943.82
CAPALC	Affiliation fee 1 st April 2018 – 31 st March 2019	£943.87
Gattonero	Website security monitoring May 18	£10.00
Peterborough Office Supplies	1 Black and 3 colour printer cartridges	£154.20
Clerk's salary	Salary (May)	£1159.77
Clerk's expenses	Reimbursements (May)	£63.14
Cambridgeshire County Council	Superannuation (May) employer & employee contributions	£550.56
HM Revenue & Customs	Tax and NI (May)	£255.61

2. Income received

Cemetery	£950.00
HSBC Bank interest	£0.34

3. The recent National Pay Award for Clerks was noted.

4. Annual Governance and Accountability Return for year ending 31 March 2018

- The effectiveness of the system of internal control was reviewed. A Risk Assessment has been put in place.
- The Annual Governance Statement 2017/18 was approved and **RESOLVED**, for signing by the Chair and Clerk.
- The Accounting Statements were considered by all members.
- The Accounting Statements were approved and **RESOLVED** for signing by the Chair and Responsible Financial Officer (Clerk)

5. It was **RESOLVED** to award an honorarium of £300.00 for the Internal Auditor 2017/18.

6. The Internal Auditor for 2018/19 was confirmed as being Mr Mark Hazlehurst again.

60/05-18 Planning matters

1. To comment on new applications as follows:

18/00009/FUL	The development of 7 new industrial units (B1(c), B2 and B8) with associated parking, infrastructure and other minor works at 1-34 Tresham Road Overton Park Orton Southgate Peterborough PE2 6SG	Comments to be submitted to PCC: There appears to be insufficient parking spaces being provided for the amount of new units being proposed.
18/00010/FUL	The development of 14 new industrial units (B1(c), B2 and B8) with associated parking, infrastructure and other minor works Holkham And Stapledon Road Overton Park Orton Southgate Industrial Estate Orton Southgate Peterborough	Comments to be submitted to PCC: There appears to be insufficient parking spaces being provided for the amount of new units being proposed.
18/00487/FUL	Change of Use from Sui Generis (Police Station) to Sui Generis (Veterinary Clinic) at Unit 38 Ortongate Shopping Centre Bushfield Orton Goldhay Peterborough	No Comments.
18/00498/HHFUL	Proposal Proposed first floor side extension at 20 Cherryfields Orton Waterville Peterborough PE2 5XD	No Comments.
18/00619/FUL	Change of use to class D2 (gym) and external alterations to office building and hard/soft landscaped areas, linked to internal changes and refurbishment works to provide new office floor space at The Pearl Centre, Lynch Wood, Peterborough	No Comments.
18/00668/REM	Approval of access, appearance, landscaping, layout and scale for development of a Regional Distribution Centre (Use Class B8 with ancillary offices), with access, car parking, servicing, landscaping and other associated works pursuant to planning permission 16/01643/WCPP (a variation of 15/01673/WCPP and 14/00072/OUT) at Plot 320 Land At Alwalton Hill East Of The A1 And South Of Fletton Parkway Peterborough	No Comments.
18/00688/FUL	Proposed overflow car park and internal access road at Hydro House Newcombe Way Orton Southgate Peterborough PE2 6SE	No Comments.

61/05-18 Maintenance matters

- Alleyway at the bottom of Lady Lodge Drive between the old post office building and Charles Cope Road is overgrown as is the one leading to Martins Way. The Clerk will report this to Peterborough City Council.
Action: Clerk.

62/05-18 Future agenda items and announcements

Agenda item – Engagement of an Enforcement Office. The Clerk will contact Hampton Parish Council to obtain more information on their officer.

63/05-18 Date of next meeting - Wednesday 20th June 2018 at Napier Place Sheltered Housing, Orton Wistow.

There being no further business, the meeting closed at 8.45 pm.