

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 17th October 2012 at 7.30 pm.

PRESENT: Mr M Chambers (in the Chair) Mr P Froggitt Mrs D Sandles
Mrs J Farnham Mr S Warren Mrs J Goode
Mr C Long Mrs B Fearon Mr R Hammerton
Mrs A Brown (Clerk)

MEMBERS OF THE PUBLIC – None PCSO – Stuart Craig, Joshua Coe.

76/10-12 Apologies for Absence

Apologies were received and accepted from Mr S Watts, Cllr J Stokes and Cllr Elsey. No apologies were received from Mr McLaughlan.

77/10-12 Declaration of Interests

Interests were declared on the following agenda items:

Item 90/10-12-1	Mr P Froggitt	Allotment tenant
Item 90/10-12-2	Mrs D Sandles	Allotment tenant
Item 90/10-12-3	Mrs B Fearon	Allotment tenant

78/10-12 Public Forum

No matters were raised.

79/10-12 Local Police Matters

PCSO Stuart Craig reported that over the last month they were involved in 2 days of action concentrating on certain problem areas within the Orton's. The police road unit caught 37 offenders driving over the speed limit. They also acted on intelligence relating to drugs and dealt with graffiti in Howland, Bringhurst and Pennington, which will be removed by Enterprise Peterborough. Peterborough City Council also helped by clearing away items dumped which included items such as mattresses. He also attended an arson meeting with the Fire Service but said that this was not a problem area within the Orton's. Encouragingly PCSO Craig said that the increased police presence seems to have improved the area and encourages residents to contact them if they have a problem no matter how trivial it might seem.

80/10-12 To Receive Reports from Ward Councillors

Cllr Stokes sent a written report with her apologies. She reported that a planning application for a Dog Day Care Centre in Orton Southgate had now been granted Planning Permission - Cllr Sue Allen had spoken in support of the application at the planning meeting and the decision by the planning committee was unanimous. Cllr Stokes also commented that she was very pleased to be asked by the Parish Council to present a cheque to Bushfield Rollers from Orton Waterville Parish Council on 4th November, at 10am.

81/10-12 Minutes of previous meeting (attached)

1. The minutes of the Orton Waterville Parish Council held on 19th September 2012 were unanimously agreed by everyone as a correct record of the meeting and signed by the Chairman.
2. The minutes of the Orton Waterville Parish Council held on 6 October 2012 were unanimously agreed by everyone as a correct record of the meeting and signed by the Chairman.

82/10-12 Clerks Update

1. Bushfield Rollers

The cheque for the grant towards the project will be officially presented to Vivacity at their next family roller skating session on Sunday 4th November 2012 at 10.00 am by Cllr Stokes in her capacity as Deputy Mayor of Peterborough. All members of the Parish Council are invited to attend the event with their families.

83/10-12

Correspondence Received

1. **Letter from Vara Shailesh MP** – Shailesh Vara MP has sent the Parish Council a copy of a letter that he received from Emma Reynolds, the Government Affairs and Policy Director at Tesco Stores Limited justifying their decision to open a new store in Orton Wistow in response to his opposition of the new store.
2. **Letter from RBS Software Solutions** – The maintenance price increase for the Accounts and Cemeteries software packages was noted.
3. **Letter from Norman Cross Area Road Safety Committee** – A letter was received inviting any member of the parish to join this committee as a local representative. The committee acts as a road safety advisory body. It was decided that in the first instance the Clerk will write to the committee and gain more insight into the work that they do.
4. **St Botolph's CE Primary School** – A request was received for £150 towards helping fund for a group of children to attend the Gang Show with their parents.
Resolved: to only contribute for the children to attend the show and not the parents and to reduce the grant award on the basis that only 50% of the children attending are estimated to live in the Parish, therefore £75 will be awarded under Section 137 (LGA) 1972.
5. **Parish Conference** – On Tuesday 23rd October 2012 Peterborough City Council is organising a conference for all Parish Clerks and Councillors in the Peterborough and surrounding areas at the KingsGate Conference Centre in Parnwell to get together to discuss issues and share ideas.
6. **CAPALC AGM and Funding Fair** – The event is taking place on Monday 19th November 2012 in Newmarket. Mr Froggitt will be attending the AGM on behalf of the Parish Council. The funding event taking place alongside this is open to all Parish Clerks and Councillors.
7. **Review of Parliamentary Constituency Boundaries** – It was noted that the consultation period for the proposed new constituency boundaries in England commences on 16th October 2012. Mr Froggitt and Mrs Sandles said that they would go and look at the proposals and report back to the meeting.

84/10-12

Diamond Jubilee Commemorative Road Sign

The revised quotation was discussed but it was felt that the sign should be made of cast iron rather than the proposed material of cast polyurethane. A revised quote will be requested.

85/10-12

Website

Mr Froggitt reported that he is still working on the websites new design layout with Mrs Goode and Mrs Brown. It is hoped that they will have a mock-up of the proposed website ready for presentation and discussion at the next meeting.

86/10-12

Code of Conduct

The new proposed Code of Conduct has now been agreed by Peterborough City Council. Mr Froggitt proposed that the new policy is adopted by the Parish Council and to pass the following motions:

1. *That the provisions contained within the document entitled 'Code of Conduct – October 2012' are adopted as Council policy.*
2. *That the provisions contained within the document entitled 'Complaints (Members) Protocol – October 2012' are adopted as Council policy.*
3. *That the provisions contained within the document entitled 'Complaints (Services and Employees) Procedures – October 2012' are adopted as Council policy.*
4. *That the provisions contained within the document entitled 'Dispensation Procedure – October 2012' are adopted as Council policy.*
5. *That the document entitled 'Register of Members' Financial and Other Interests' is adopted for Council use.*
6. *That the Parish Council's 'Standing Orders – March 2010' be amended as follows:*
 - a) *Delete all of existing text in Standing Order 7 (introductory text and clauses (a) – (d)) and add new clause – "(a) All Councillors shall observe the 'Code of Conduct – October 2012' adopted by the Parish Council on 17/10/12 and any subsequent amendments thereto."*
 - b) *Delete all existing clauses in Standing Order 31 (clauses (a) – (g)) and insert "Note: The procedures to be adopted in cases where a breach of the Code of Conduct is alleged are contained within the Parish Council's 'Complaints (Members) Protocol – October 2012'."*
7. *That the Parish Council:*
'Resolve that the Council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 31(1) of the Localism Act 2011 and the basis set out under section 33(2).'
8. *That the Parish Council:*
"Resolve that, following the adoption of the 'Code of Conduct – October 2012', 'Complaints (Members) Protocol – October 2012' and 'Complaints (Services and Employees) Procedures – October 2012' the previously adopted 'Code of Conduct – July 2007' and Complaints Procedure – January 2011' are rescinded"

Resolved: to adopt the New Code of Conduct and pass all the motions.

87/10-12

Notice Boards

The received quotations were discussed. It was unanimously agreed that only the notice board in Napier place be replaced at this moment in time because it is in a bad state of repair. It was also mentioned that another Parish Council in the area had seemingly obtained a new notice board through Peterborough City Council. The Clerk will investigate this and also obtain a new quote for just one notice board.

88/10-12

Storage of old Parish Council minutes

The Clerk raised concerns over the safe storage of old Parish Council minutes which date back many years. It was unanimously agreed that the Clerk arrange for all of the old minutes to be sent to the archives at Huntingdon for storage where other Parish Documents of historical value are stored.

89/10-12

Burial Ground

1. **Landscaping** – The quotation for additional landscaping works from Beebys Landscaping at the cemetery were discussed. The quotation was for the removal of 2 dead trees on the outer perimeter of the cemetery fence and extend the grass area near the cremated remains area. They will also replace 5 dead saplings at no cost to the Parish Council and monitor a further two over the winter with a view to replacing them if necessary.

Resolved: to accept the quotation received from Beebys Landscaping.

2. **Health and Safety Assessment** – The Clerk informed the Burial Working Party that the next cemetery Health and Safety assessment is due in November.

90/10-12

Allotments

1. **Wyman Way** – Mr Froggitt reported that he had switched off the water for the winter.

2. **Cherry Orton Road** – The Clerk reported that she had written to 4 allotment tenants asking them to clear their plots of weeds. They have all since replied and given assurances that they will tidy up their plots. The Clerk also reported and circulated a letter that she had received from a property owner who lives on the back of the allotments expressing concerns that the pest problem has not been resolved. The letter was also signed by other neighbouring property owners. It was agreed that the Parish Council will not be taking the matter any further at this moment in time because following the three week rat treatment at the allotments by Barford Pest Control Services it was confirmed that the present problem had been resolved and that no further action was needed. The Clerk has since spoken with Mr Barford who again confirmed that he had resolved the problem and that unfortunately these types of rodent can roam from anywhere and not just the allotments if there is an environment or food source that attracts it. However it was unanimously agreed by the Parish Council that the Clerk will write to all allotment tenants and ask them to regularly turnover their compost heaps and to also ask them to tidy up and clear away any rubbish that may be leaning against any of the boundary faces to deter any future potential rodents from nesting. The Clerk will also reply to the concerned property owner informing them of the Parish Councils decision.

3. **Gostwick** – Mrs Fearon reported that several allotments are overgrown with weeds. The Clerk will write to these allotment tenants asking them to tidy up their plots. The Clerk circulated 3 quotations for a new set of entrance security gates which were all of similar specification.

Resolved: to accept the quotation from Stile Fencing as this was the most competitive.

4. **New Tenancy agreement** – Mr Froggitt reported that 2 written and several verbal comments regarding the new proposed tenancy agreement have been received. The allotment working party will take these comments into consideration with a view to bringing the proposed new agreement to next month's meeting.

91/10-12

Finance & Administration

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

D.Watt Roadways Ltd	Footpath repairs	£7500.00
Moore Stephens	External Auditor	£526.80
P. E. Coles Ltd	Cemetery standpipe installation	£144.00
Barford Pest Control Services	Pest control treatment at Cherry Orton Road allotments	£125.00
Anglian Water	Water charges – Gostwick allotments	£36.96
Anglian Water	Water charges – Cemetery	£19.05
Anglian Water	Water charges – Cherry Orton Road allotments	£84.19
Bushfield Rollers	Grant award (Section 137 LGA 1972)	£2500.00
Beebys Landscaping	St Marys Church & Cemetery landscape maintenance (Sept), Annual meadow cut, seed and prepare seven graves	£1269.00
Clerk's expenses 19 th Sept-16 th Oct	Reimbursements	£146.42
Clerk's salary (for Oct)		£812.39
HM Revenue & Customs (for Oct)		£106.96

2. To note any income received.

Cemetery fees	£200.00
Refund of VAT from HM & Revenue	£1959.77
Interest	£0.50

3. Honorarium for internal auditor – the honorarium to pay the Independent Internal Auditor was discussed.

Resolved: to pay the same sum as last year of £300.

92/10-12

Planning Matters

1. To comment on new applications as follows:

12/01391/FUL	Installation of replacement shop front entrance, removal of arched roofs and lobby entrances, a canopy over the rear service yard and minor external alterations at The Chequers, 62-63 Napier Place, Orton Wistow, Peterborough
12/01394/FUL	Installation of air condensers an ac units and a 2.4m high timber fence at ground level to the rear side at The Chequers, 62-63 Napier Place, Orton Wistow, Peterborough
12/01395/FUL	Installation of 6 bollards at The Chequers, 62-63 Napier Place, Orton Wistow, Peterborough

2. To note decisions on previous applications - None.

3. To note decision from the Planning Committee hearing – None.

4. Budget 2013/14 – Mr Froggitt reminded Councillors that as budget setting for next year will need to be done in December they should give thought to any new items that they may wish to be included and raise these at the next meeting.

5. Planning Customer Forum – The date of the next meeting is Thursday 1st November 2012 at 11:00 am. Mr Froggitt and Mrs Sandles will attend.

93/10-12

Maintenance Matters – Mr Froggitt informed that meeting Enterprise Peterborough had asked for a key to gain vehicular access to cemetery to empty the bins. The Clerk will contact Enterprise and arrange this. Mr Hammerton reported that the guttering on the bus shelter in Cherry Orton Road bus shelter was broken again. The Parish Council has repaired this in the past and after discussion it was decided not to spend any further money on it.

94/10-12

Future agenda items and announcements – None.

There being no further business the meeting closed at 9:10 pm.

Date of next meeting: Wednesday 21st November 2012 at 7:30 pm.