

ORTON WATERVILLE PARISH COUNCIL

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

Minutes of the Orton Waterville Parish Council meeting held in the Village Hall, Glebe Avenue, Orton Waterville on Wednesday 19th February 2014 at 7:30 pm.

PRESENT: Mr M Chambers (in the Chair) Mr S Warren Cllr J Stokes
Mrs J Goode Mrs B Fearon Mrs D Sandles
Mr P Froggitt Miss S Bellamy Mr C Long
Mr R Hammerton Mrs J Farnham (from 7:33pm)
Mr I McLaughlan (from 7:35pm) Mrs A Brown (Clerk)

Members: 13 Quorum: 5

MEMBERS OF THE PUBLIC – One Police – None

198/02-14 Apologies for Absence
None

199/02-14 Declaration of Interests and dispensations
1. Declarations of interest from councillors on items on the agenda – none.
2. Written requests for dispensations for disclosable pecuniary interests – none.
3. Requests granted for dispensation as appropriate – none.

200/02-14 Public Forum
It was proposed by Mr Froggitt, seconded by Mrs Sandles with a unanimous vote 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 7:31 pm.
The member of the public informed the meeting that he had information regarding agenda items 208/02-14 -Napier Place car park 125/10-13 and agenda item 214/02-14 - Parking issues at Orton Wistow shops.
The meeting was reconvened at 7:32 pm.

201/02-14 Local Police matters
No PCSO's were present.

202/02-14 Ward Councillor
Councillor Stokes reported that she was attending a meeting with Peterborough City Council on Tuesday 24 February 2014 regarding the parking issues that are being raised at agenda items 208/02-14 and 214/02-14 and invited members of the Parish Council to also attend this meeting. Councillor Stokes also informed the meeting that talks are still ongoing with the owners of OrtonGate and that the NHS has been given a deadline for their decision regarding their future plans within the Centre.

203/02-14 Minutes of previous meeting
The minutes of the Orton Waterville Parish meeting held on 15 January 2014 were unanimously agreed by everyone as a correct record of the meeting and signed by the Chairman.

204/02-14 Parish Councillor Vacancy on Orton Wistow Ward
No applications have been received. The vacancy remains open.

205/02-14

Correspondence received

1. **Peterborough City Council** – Notification has been received of the City Centre Plan consultation taking place between 24 January and 6 March 2014 was noted.
2. **MAGPAS** – A request for grant funding has been received from this medical charity. A grant was last given to them in December 2012. It was proposed by Mr Chambers that a grant be given again. Mr Froggitt seconded this proposal on the condition that the Charity completes the correct Parish Council grant application form. This was unanimously agreed.
Resolved: to award a grant of £500 on receipt of a completed Parish Council grant funding application form.
3. **CAPALC** – Notification stating that Council Elections will take place on 22 May 2014 and that the Annual Parish Meeting should take place between the fourth day after this date but before 31 July 2014 has been received. This was noted.
4. **The Local Government Boundary Commission** – Notification has been received that the new ward boundaries consultation in Peterborough is taking place between 14 January and 1 April 2014. This was noted.
5. **Mr Garner (local resident)** – A letter has been received from Mr and Mrs Garner confirming that they agree with the new boundary as outlined under agenda item 149/11-1-b and will erect their new fence on this line. This was noted.
6. **Beebys Landscaping** – The Parish Council have been notified that Beebys Landscaping are changing their company to Cleves Landscaping as from 1st February 2014. This was noted.
7. **Cambridgeshire Police and Crime Commissioner** – A Press release regarding £2m extra Home Office Funding to support Programme Metis was received and noted.
8. **Cambridgeshire Police and Crime Commissioner** – Launch of the Youth Fund was received and noted.
9. **Mrs J Watling (local resident)** – An email from Mrs Watling asking Councillors to help support the campaign to stop the closure of St Georges Hydrotherapy Pool in Dogsthorpe as part of the City Council budget cuts was received. This was not felt to be something that the Parish Council should respond upon but some individual councillors indicated that they would be supporting the campaign.
10. **CAPALC** – The February bulletin was received and noted.
11. **Sustrans** – An invitation to attend a ‘Mapping the Ortons’ session to help promote active travel and reduce private car use at Bushfield Ormiston Academy on 17 March 2014 has been received. Mr Froggitt will attend the event.

206/02-14

May Elections

Mr Froggitt presented quotations for the printing and delivery of leaflets entitled ‘becoming a Parish Councillor’ to every householder within the parish before the elections in May. The printing costs received were almost identical and the delivery costs were both identical for 4500 leaflet.

Mr Hammerton proposed that the Parish Council should use Ken Girvan for the printing because they have been used by other councillors in the past. Either company can be used for the delivery because they are both charging £35 per 1000 delivered leaflet. This was seconded by Mr Chambers and was unanimously agreed.

Resolved: to have 4500 leaflets printed by Ken Girvan Printers Ltd as quoted £283.16 plus VAT and delivered by either delivery company as quoted £157.50 (£35 per 1000 leaflets).

207/02-14

Play Area Working Party

Mrs Goode informed the meeting that she is still collating the quotes for presentation at a future meeting.

208/02-14

Napier Place car park

The meeting was informed that for the last two years, the shop keepers at Napier place have been in the process of trying to purchase the car park. They are currently waiting for a valuation on the car park before they make a decision on whether or not to go ahead with the purchase. It was also confirmed that Peterborough City Council have no interest in purchasing the car park and recently have been selling off such assets to make budget savings.

209/02-14

Website

The new website is now ready for launch. It was agreed by everyone that the site should go ‘live’ on 1 March 2014. Mr Froggitt asked the Parish Council to consider a small budget of £200 per year for any maintenance that may be required on the site by the website designer. It was agreed to discuss this at the next meeting. It was also agreed that a letter of thanks should be sent to Robert Maskill for his contribution in managing the present website over the past years.

210/02-14

Entrance to Plegan place play area

It was brought to the attention of the Parish Council that the sloping entrance into the play area from The Gannocks has been eroded over the years and is now exposing raised and jagged concrete making it dangerous, especially when it is icy or in the current muddy conditions. It was agreed that the Clerk will contact Peterborough City Council to see if this area falls within their remit and if not will seek quotations for the Parish Council to carry out the repairs.

211/02-14

Standing Orders

Mr Froggitt reported that two dates in the Standing Orders relating to financial matters are incorrect if the Parish Council is to meet precept submission deadlines set by Peterborough City Council. It was therefore proposed by Mr Froggitt, seconded by Mr Hammerton and unanimously agreed to pass the following motion: *'to amend the month in which deadlines must be met which are currently stated as being January and December respectively in Standing Order 20a and 20b to be changed to December and November respectively to be able to meet precept submission deadlines set by Peterborough City Council as follows:*

20 Estimates/precepts

a The Council shall approve written estimates for the coming financial year at its meeting before the end of December.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

Resolved: to accept the motion to amend Standing Order 20 Estimate/precepts a and b as above.

212/02-14

Financial Regulations

Mr Froggitt reported that two dates in the Financial Regulation are incorrect if the Parish Council is to meet precept submission deadlines set by Peterborough City Council. It was therefore proposed by Mr Froggitt, seconded by Mr Hammerton and unanimously agreed to pass the following motion: *to amend the month in which deadlines must be met which are currently stated as December and January respectively in Financial Regulations 2.1 and 2.3 to be changed to November and December respectively to be able to meet precept submission deadlines set by Peterborough City Council as follows:*

2. Annual Estimates (Budget)

2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.

2.3 The Council shall review the budget not later than the end of December each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.

Resolved: to accept the motion to amend Financial Regulations 2.1 and 2.3 as above.

213/02-14

Parish Council Liaison Extraordinary Meeting

Mr Froggitt reported that as from the year 2015/16, Peterborough City Council will no longer be giving Council Tax support grants to Parish Councils as part of their precept. This will obviously have an impact on future precepts when they are being set and could see them rising to cover any shortfalls previously covered by this grant. Mr Froggitt reported that the City Council were also proposing to reduce the level of service in many other areas such as; reduced inspection intervals for trees and woodlands, reduced inspection periods for play areas, changed intervals for grass cutting and changed maintenance of planting areas - amongst others. However, the City Council said that Parish Councils were at liberty to talk to Ameys should they wish to maintain status quo or establish individual parish arrangements.

214/02-14

Parking issues at Orton Wistow shops

Concerns were raised regarding the following two matters:

a. Tesco delivery vans are frequently parking on the footpath on Wistow Way which is consequently blocking the way for pedestrian users.

b. Traffic has significantly increased in the area due to the Tesco store. As a result cars are being parked on grass verges and on Wistow Way just before the yellow lines near to where the old traffic island was. This is a hazardous area to park because it is so close to the bend in the road.

It was agreed to look at both matters at the meeting which is taking place with Councillor Stokes and Peterborough City Council on Tuesday 24 February 2014 as stated in agenda item 202/02-14 above.

215/02-14

Provision of an additional litter bin on New Road footpath.

Mr Chambers raised a concern that an additional bin at the end of New Road footpath near Bushfield Ormiston Academy should be installed because there is a large of amount of litter being discarded in this area possibly due to the high number of pedestrians that use this route to the school, leisure centre and shops. It was agreed that the Clerk will make enquiries at Peterborough City Council about the possibility of installing an addition bin in this area.

216/02-14 Burial Ground
No matters of concern were raised.

217/02-14 Allotments

1. **Gostwick** - No matters of concern were raised.
2. **Cherry Orton Road**
 - a. Further to the expenditure amount which was agreed under agenda item 149/11-13-d to repair the allotment access road, Mrs Laing has informed the Clerk that she will now need to employ the services of a contractor to carry out the repairs. She has obtained a quotation of £350 plus vat from Adam Needham who carried out the road repairs near her property a few years ago. The quotation is for making good the potholes and making up low areas with road plainings and includes all the light machinery needed. The road plainings will still need to be purchased by the Parish Council as previously agreed at around £14 per tonne. There is a minimum order of a 10 tonne load. Mr Chambers proposed to go ahead with this quotation because the cost quoted is substantially lower than the road repairs quotations which were obtained by the Clerk early last year. This was seconded by Mrs Sandles and it was unanimously agreed.
Resolved: to accept the quotation from Adam Needham of £350.00 plus vat to repair the allotment access road as stated above and for the Parish Council to purchase the minimum 10 tonne load of road plainings £140 plus vat. Total cost £490 plus vat.
 - b. No other matters of concern were raised.
3. **Wyman Way** - No matters of concern were raised.

218/02-14 Finance & Administration

1. **Mr Chambers proposed, seconded by Mrs Farnham and unanimously agreed to authorise the following payments:**

Anglian Water	Cherry Orton Road allotments water charges	£68.71
Cleves Landscaping	Burial ground landscape maintenance	£273.00*
2buy1click	New website	£1140.00*
Peterborough City Council	Maintenance of Parish Recreation ground	£2175.60*
Society of Local Council Clerks	Annual membership	£147.00
Peterborough Office supplies	Toner cartridge/stationery	£37.14*
Clerk's salary	Salary - February	£824.01
Clerks expenses	Reimbursements	£31.60
Cambridgeshire County Council	Superannuation (Feb employer & employee contributions)	£331.20
HM Revenue & Customs (for Feb)	Tax and NI	£111.78

*Denotes VAT at 20%

2. **Income received**

Burial Ground	£400.00
Allotments	£1.00
Bank interest	£0.10

3. **Co-op Investment** – The £50,000 investment matures in March and Mr Chamber proposed to re-invest the money again for a further six months. This was seconded by Mrs Farnham and it was unanimously agreed to pass the following motion *'to re-invest the monies with the Co-operative bank for a further six months'*.

Resolved: To accept the motion to re-invest the monies with the Co-operative bank for a further six months.

4. **Finance Working Party** – The Finance Working Party Terms of Reference were presented to the Parish Council. Following a discussion and clarification, Mr Chambers proposed, Seconded by Mrs Goode and unanimously agreed by everyone to pass the following motion *'That the Working Party Terms of reference are adopted and implemented for Council use:*

Membership

The Working Group shall consist of the Responsible Financial Officer (RFO) and four Parish Councillors. The Chairman of the group shall be elected annually at the first meeting in each financial year.

The Working Group may co-opt someone other than a Parish Councillor when specific expertise is required.

Casual Vacancies

Casual vacancies shall be filled from among Parish Councillors.

Frequency of Meetings

The Working Party shall meet no less than three times per year. A quorum at each meeting shall be three members.

Record of Meetings

The Working Party shall ensure that an agreed written record of each of their meetings is presented to the full Council.

Attendance

The RFO shall normally be required to attend each meeting of the Working Party. Other members may request to be absent from the meeting on one occasion per annum.

Authority

The Working Group researches, gives advice and makes recommendations; all decisions are made by the Full Council.

Functions of the Working Party

1. To advise and support the RFO on financial matters; in particular:
 - compiling and presenting quarterly financial statements
 - drafting annual budgets and precept recommendations
2. To review the end of year accounts in readiness for presentation to the Parish Council.
3. To annually review the asset register and advise upon insurance needs.
4. To review, annually, the council's 'Financial Regulations' and 'Investment Strategy' and recommend any revisions required.
5. To identify projects/issues which would impact on the agreed budget of the council and recommend any necessary transfers of monies between budgets or from reserves.
6. To make recommendations to the full Council on the financial implications of any other matter.

Resolved: to accept the motion that the Parish Council adopt and implement the Finance Working Party Terms of Reference as stated above.

219/02-14

Planning matters**1. Comments on new applications**

13/01205/FUL	Change of use to car wash together with temporary portacabin at Ortongate Shopping Centre Car Park, Bushfield, Orton Goldhay, Peterborough	No objection- the car wash has already been operating on this site for a number of years without any problems.
14/00082/FUL	Change of use from a Golf Club House (use class D2) to A1 retail at Orton Meadows Golf Course, Ham Lane, Orton Waterville, Peterborough	No objection – change of use to a bike shop will be of a benefit to the community and people visiting nearby Ferry Meadows Country Park.

2. Decisions made by Peterborough City Council on previous applications

13/01516/FUL	Extension at Barnack UK Limited, Southgate Way, Orton Southgate, Peterborough	Permitted
13/01918/CTR	Trees notification at 53 Cherry Orton Road, Orton Waterville, Peterborough PE2 5EH	Permitted

3. To note decision from the Planning Committee hearing - -none.

220/02-14

Maintenance matters

No matters requiring action by the clerk were raised.

221/02-14

Future agenda items and announcements

£200 annual maintenance budget for new website.

222/02-14

Date of next meeting

Wednesday 19 March 2014 at 7:30pm