

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 17 September 2014 at 7:30 pm.

PRESENT: **Mr M Chambers (in the Chair)** **Mr P Froggitt** **Mrs C Normington**
 Mrs J Farnham **Cllr J Stokes** **Mrs B Fearon**
 Mrs D Sandles **Janet Goodwin** **Mr S Warren**
 Ms S Bellamy **Mrs A Brown (Clerk)**

Members: 13 Quorum: 5

MEMBERS OF THE PUBLIC – None Police - None

91/09-14 Apologies for Absence

Apologies were initially received and accepted from Mr I McLaughlan (personal), Mr C Long (personal) and Mrs J Goode (personal).

92/09-14 Declaration of Interests and dispensations

1. Received declarations of interest from councillors on items on the agenda – none.
2. Received written requests for dispensations for disclosable pecuniary interests – none.
3. Granted requests for dispensation as appropriate – none.

93/09-14 Public Forum

There were no members of the public present.

94/09-14 Local Police matters

NO PCSO's were present.

95/09-14 Ward Councillor

Cllr Stokes did not have anything to report.

96/09-14 Minutes of previous meeting (circulated)

The minutes of the Orton Waterville Parish meeting held on 16 July 2014 were unanimously agreed by everyone as a correct record of the meeting and signed by the Chairman.

97/09-14 Clerks update

There were no updates to give.

98/09-14 Correspondence received

1. **Mr Astill** – email regarding the recent travel survey which Mr Astill had observed on Wistow Way were noted. It was agreed to discuss them further under agenda item 101/09-14.
2. **Tesco** - letter of response to Clerks correspondence regarding litter issues in the vicinity of Napier Place was noted.
3. **E Churchman** – email regarding trader noise on Ham Lane causing a nuisance to resident was noted.
4. **Peterborough City Council** – notification of public consultation of proposed adoption of Community Infrastructure Levy for Peterborough was noted.
5. **Orton Waterville Village Hall** - email regarding which room is to be used for future Parish Council meetings was noted.

- 99/09-14 Litter issues at Orton Wistow**
Since the last meeting, the Clerk has written to all the shops at Napier Place. Only one response has been received from Tesco Stores HQ informing the Parish Council that they will try and improve the area around the store but unfortunately they cannot be held responsible for those who are inconsiderate and irresponsible despite provision being made for litter. It was agreed by all that the area is private property and ultimately it is the responsibility of all shop owners to maintain and look after the area.
- 100/09-14 Boundary Commission review**
Mr Chambers and Mr Froggitt reported back from an extra-ordinary Parish Council Liaison meeting regarding the boundary review. The meeting provided further information on the proposed electoral boundary review of Peterborough including a proposed change to the way that the wards are set out in the actual Parish of Orton Waterville. It was agreed by everyone that no comments would be submitted regarding the boundary review for Peterborough however comments will be submitted stating that the Parish Council does not want the ward set up to be changed within the Parish and that it should stay as it presently is because the current system works well and we are better able to match councillors to the areas that they represent.
- 101/09-14 Crossing on Wistow Way near Lynchwood roundabout**
The Clerk informed the meeting that no further update had been received from Peterborough City Council regarding the traffic survey which was asked for under agenda item 13/04-14 even though they had been seen in the area conducting a survey. The Clerk will contact the City Council to try and receive an update however it was agreed by everyone that the Parish Council would not be able to fund an actual crossing in this area. Cllr Stokes informed the meeting that she would include this part of Wistow Way on her scheduled Ward Walk in October to look at the problem faced by pedestrians trying to cross the road to and from the business park to try.
- 102/09-14 Orton Youth Counselling Service executive committee**
Mrs Sandles agreed to continue as the Parish Council representative for this committee.
- 103/09-14 Wyman Way allotment land**
It was agreed to discuss the improvement of this area under agenda item 112/09-14 Allotments.
- 104/09-14 WI request for permission to plant rose bed within the Parish to commemorate WI centenary**
Mr Chambers has asked St Mary's Church if the WI can plant their rose bed within the churchyard. Their next meeting is at the end of October and a decision will be made then.
- 105/09-14 Refuse provision for dog waste at Wyman Way**
Complaints have been received regarding the lack of bins for dog waste on the field and that ordinary bins near the play area bench are being used making the bench unpleasant to sit on. The Clerk has contacted Cllr Elsey at Peterborough City Council who deals with such matters and is waiting for a reply back.
- 106/09-14 Trees inspection**
The Clerk asked the Parish Council if they required a new tree survey of the Parish Council trees at Wyman Way. The last tree survey was carried out in February 2013. Janet Goodwin informed the meeting that she thought that this area had been surveyed by Peterborough City Council last autumn. The Clerk will investigate this and report back at the next meeting.
- 107/09-14 Entrance into Plegan Place**
The Clerk is waiting for a cost on a handrail to be added to the step repair. It was unanimously agreed that if reasonable to go ahead with the repair.
- 108/09-14 War memorial**
The stonemason has not yet installed the new plaque. The Clerk will chase this up.
- 109/09-14 Implementation of 20mph speed limits**
Mr Froggitt brought to the attention of everyone the power which the Parish Council now has to implement 20mph speed limits within its residential areas.

110/09-14

Delivery vehicles parking on Wistow Way yellow double lines near Tesco

Concerns were raised at the end of the last meeting regarding delivery lorries parking inconsiderately outside Tesco on the double yellow lines on Wistow Way. Cllr Stokes informed the meeting that she has since been into the store and spoken with the manager regarding the problem who promised that he would deal with the matter. Another concern was raised regarding the security van which drives over the path and onto the grass verge to the cash point machine. Cllr Stokes informed the meeting that this was a criminal act and as such should be reported to the police if seen again doing this.

111/09-14

Burial Ground

1. Mr Froggitt circulated a new cemetery fees proposal. After discussion it was agreed to revise certain costs again. The new fees proposal will be presented to the burial working party in the first instance before it is submitted to the Parish Council for agreement next month.
2. The next health and safety report is due in November 2014.

112/09-14

Allotments

1. The Allotment Working party reported to the Parish Council that they had met and discussed allotment rent increases. Again this year allotment expenditure will be more than the income which is a common problem for all allotment providing authorities. Mrs Sandles proposed the following motion that:
'The Parish Council increases allotment rents by 10% on 1 October 2015 and that parish precept is used to cover any expenditure shortfalls by rescinding the previously agreed motion that allotments will be self-sufficient from allotment rents and that the precept will only be used to cover the administration and insurance costs of the allotments'.
This was seconded by Mrs Normington.
Resolved: to accept the motion as stated above to increase allotment rents on 1 October 2015 by 10% and to use parish precept for allotment expenditure shortfalls.
2. **Gostwick**
 - a. The Clerk gave an update from Peterborough City Council regarding the redevelopment of the allotment site. The City Council confirmed that the current allotment site can be used for the next growing season up to October 2015. They will be proposing that the land is put up for sale in the next financial year (2015/16) with purchase stipulations to include the development of a new allotment site at the other end of the field at Gostwick. It is then hoped that the new allotments are developed first so that tenants do not miss out on any of the following years growing season. A further update will be given in due course.
 - b. It was reported that only the car park area had been weed treated and not the old access road on the other side of the site. The Clerk will contact Beebys Ltd regarding this.
3. **Cherry Orton Road**
 - a. The Clerk reported that an allotment tenant had complained that the contractors used by Beebys Ltd to clear the allotment boundary had damaged his entire spring crop. Beebys Ltd have accepted responsibility for the damage and compensated the allotment tenant for his crop loss.
 - b. No other matters of concern were received.
4. **Wyman Way** - It was highlighted that the allotment area is looking very overgrown and shabby as there are only three allotment tenants currently on this site, mainly due to the fact that this is an unfenced site. It was agreed that it would be best to not let out any more plots on this site and allow the land to return to open fields and to perhaps enhance the land with wild flowers.

113/09-14

Finance & Administration

1. The following payments were agreed and authorised for payment and it was **resolved** to accept a new long term agreement with Came & Company for Parish Council insurance until September 2017 which attracts a reduction in premium:

CAPALC	Local Councils Explained publication	£49.99
SLCC	CiLCA Re-sit	£100.00
Evergreen Gardening Services	Repair of allotment access road	£120.00*
Rialtas Business Solutions Ltd	Alpha software maintenance	£130.80*
Clerks salary	Salary (Aug)	£889.28
Cambridgeshire County Council	Superannuation (Aug employer & employee contributions)	£347.76
HM Revenue & Customs	Tax and NI (Aug)	£77.16
Beebys Landscaping	Allotments clearance	£2400.00*
Beebys Landscaping	Cemetery maintenance (Jul, Aug, Sept)	£1368.00*
Orton Waterville Village Hall	Room hire April 2014 –March 2015	£156.00
Key Sports Coaching	Grant s137 LGA 1971 (2 nd instalment)	£500.00
Peterborough Office Supplies	White copier paper	£13.74*
PKF Littlejohn	External Audit	£360.00*
Came & Company	Parish Council Insurance	£1685.40

Clerks salary	Salary (Sept)	£889.48
Clerks expenses	Reimbursements	£122.05
Cambridgeshire County Council	Superannuation (Sept employer & employee contributions)	£347.76
HM Revenue & Customs	Tax and NI (Sept)	£76.96

*Denotes VAT at 20%

2. Income received.

Burial ground	£1320.00
VAT Refund	£3912.01
HSBC interest	£0.36
Coop investment interest	£224.55

3. **Bank Mandate** - The Clerk informed the Parish Council that the current bank mandate had expired and that all signatories would need to sign a new mandate. A number of signatories were also informed that they must go into their branch to re-validate their ID again due to a change in ID law.

4. **Cooperative investment** - The current period of investment with the Cooperative Bank matured on 4 September 2014. The money has been automatically been re-invested for a further six months until March 2015 because there was no meeting during the summer for the matter of re-investment to be discussed. It was agreed to discuss the investment and agree any actions in January 2015.

5. **Conclusion of audit and honorarium for Independent Auditor** - The Notice of Conclusion of Audit was received from the External Auditor with their invoice. One comment made by the External Auditor was noted. The notice and a copy of the Annual Return have been displayed on the main Parish Notice board. The honorarium for the Independent Internal Auditor was discussed.

Resolved: to award the Internal Auditor the same amount as was agreed last year - £300.

114/09-14

Planning matters

1. Comment on new applications:

14/01255/ADV	1 x non-illuminated standing signs at Land At Goldhay Way Orton Goldhay Peterborough	No objection
14/01338/CTR	Reduce Walnut tree by 15% to shape. Silver Birch, cut back to boundary, 20% crown thin at 6 Cherry Orton Road Orton Waterville Peterborough PE2 5EF	No objection
14/01216/HHFUL	Single storey rear extension at 5 Carradale Orton Brimbles Peterborough PE2 5XQ	No objection
14/01404/ADV	Double sided freestanding totem sign, incorporating business park name and company logo at Manasty Road Orton Southgate Peterborough	No objection
14/01416/HHFUL	Proposed two storey side and single storey rear extension at 33 The Orchards Orton Waterville Peterborough PE2 5LA	No objection
14/01420/LBC	Proposed repairs and replacement of existing north wing roof including associated structural repairs to walls at Manor Farm 33 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	No objection
14/01481/FUL	Demolition of existing Golf Centre and erection of Cycling Centre (Class A1) and Golf reception facility (Class D2) and associated external works including landscaping, replacement car parking and bin store at Orton Meadows Golf Shop Ham Lane Orton Waterville Peterborough PE2 5UU	No objection

2. Decisions on previous applications:

14/00455/HHFUL	1 ½ storey extension to rear of existing listed building at 58 Cherry Orton Road, Orton Waterville, Peterborough PE2 5EQ	Planning appeal made
14/00575/R4FUL	Erection of a new extra care housing development comprising of 54 one and two bedroom apartments with ancillary facilities, car parking, landscaping and a new vehicle access at Land To The North Of Matley Primary School Matley Orton Brimbles Peterborough PE2 5YQ	Permitted
14/00958/FUL	Extension of office building together with access, car parking (including car parking deck), cycle parking, and landscaping a t64 Innovation Way Lynch Wood Peterborough PE2 6FL	Permitted
14/00959/ADV	1 x illuminated sign at 64 Innovation Way Lynch Wood Peterborough PE2 6FL	Permitted
14/01048/TRE	Removal lateral limb from Oak 1 and Oak 2 at 6 Gleneagles Orton Waterville Peterborough PE2 5UZ	Permitted
14/01053/FUL	Creation of additional car parking to serve existing Elmstead office building at Elmstead Southgate Park Bakewell Road Orton Southgate Peterborough PE2 6YS	Permitted
14/01139/HHFUL	Proposed alteration works, extension, new gates and replacement garage at Manor Farm 33 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Permitted
14/01149/HHFUL	Proposed single storey double garage with demolition of existing single storey garage at 11 Aboyne Avenue Orton Waterville Peterborough PE2 5ET	Permitted

14/01220/LBC	Proposed alteration works, extension, new gates and replacement garage at Manor Farm 33 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Permitted
14/01234/CTR	Conservation Area Trees notification 2 x Conifer - reduce height by 1m, 1 x Conifer reduce height by 1m at 40 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Permitted
14/01236/TRE	Preserved trees application 3 x Yew, Crown lift 3.5m and 15% crown thin at 67 Church Drive Orton Waterville Peterborough PE2 5HE	Permitted
14/01238/TRE	As works order Land Adjacent To 65 Church Drive Orton Waterville Peterborough PE2 5HE	Permitted
14/01109/HHFUL	Renovation of old cottage including new roof. Extension to link cottage to existing bungalow and extension on side of cottage at 40A Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Permitted

3. Decisions from the Planning Committee hearing – none.
4. Feedback from recent Planning Customer Forum – a copy of the PowerPoint from the meeting had been sent to everyone by the Clerk.

115/09-14

Maintenance matters

No matters were raised which required action by the Clerk.

116/09-14

Future agenda items and announcements

Agenda items: reviewed burial fees to be presented for adoption, New Standing Orders for adoption, Code of Conduct amendments, new representative for Orton Waterville United Charities, and purchase of new copies of the ‘Good Councillor’ guide.

117/09-14

Date of next meeting

Wednesday 15 October 2014.