

Minutes of the Annual Meeting of the Parish Council
held in the Village Hall, Glebe Avenue, Orton Waterville on
Wednesday, 19 May 2010, at 7.30 pm.

Present: Mr M Chambers (in the chair) Mr P Froggitt Mr R Hammerton Mr C Long
Mr M Rowett Mr M Smith Cllr Mrs J Stokes
Mrs G A Thornley

Members of the Public – four PCSOs – none Ward Councillors – as above

1. ELECTION OF CHAIRMAN – Mr Chambers was proposed by Mr Long and seconded by Cllr Stokes. There were no other nominations and the proposal was carried.
2. ELECTION OF VICE CHAIRMAN – Mr Froggitt was proposed by Mr Chambers and seconded by Mr Smith. There were no further nominations and the proposal was carried.
3. APOLOGIES FOR ABSENCE – Apologies were received from Mrs J Farnham and Mr M Stone.
4. PUBLIC FORUM – A member of the public was concerned about the planning application at the Windmill. He was allowed to state his case.
5. DECLARATION OF INTERESTS – Item 13(a) and 10(a) – Mr P Froggitt (allotment tenant)
Item 13(c) and 10(a) – Mr M Rowett (allotment tenant)
Item 11(c) – Mr M Smith (son is a member of this organisation)
Item 12 (a) – Mr M Smith (acquainted with the applicant)
6. LOCAL POLICING MATTERS – There were no PCSOs present.
7. REPORTS FROM WARD COUNCILLORS – Cllr Mrs Stokes reported that she had attended her first meeting of the City Council and has been put on the Scrutiny Committee for Health and the Scrutiny Committee for Auditing. Cllr Mrs Allen was given the Chairmanship of the Licensing Committee. The Chairman congratulated Mrs Stokes on her election success.
8. TO CONFIRM APPOINTMENTS TO OUTSIDE BODIES

Orton Waterville United Charities	Mrs J Farnham and Mr M Thornley
Parish Councils Liaison Group	Mr M Chambers
Orton Counselling Service for Young People	Mr M Stone
CPALC	Mr P Froggitt
Village Hall Management Committee	Mrs J Farnham

9. MINUTES OF THE MEETING HELD ON 21 APRIL 2010 – At the end of Item 14 it should read “Mr Hammerton raised the matter of the state of the shops.” Subject to this amendment, Mr Hammerton proposed and Mr Long seconded that the minutes be signed as a true and correct record. This was carried.

10. MATTERS ARISING FROM THE MINUTES

- (a) Policy on sheds and other structures on allotments (*minute 6a(i)*).

The working group had submitted its recommendations. After discussion and amendment the following policy was agreed.

- No shed, greenhouse, chicken coop, rabbit hutch or similar construction shall be allowed on the Wyman Way site.
- No shed, greenhouse, chicken coop, rabbit hutch or similar construction shall be erected before written permission has been obtained.
- All buildings shall be of a temporary structure, capable of being easily taken down and removed from the site.
- The buildings must not be constructed on a permanent base.
- All buildings and other structures shall be kept in a good state of repair. If the Council is not satisfied with the condition of any structure, it may require the tenant to remove it forthwith.
- On termination of a tenancy, permission must be sought to leave any construction in place.

- Normally the Clerk will be able to give automatic permission to a shed of timber construction, of a size no larger than 12 ft x 8 ft x 8 ft high.
- Greenhouses should be no larger than 12 ft x 8 ft x 8 ft high, and only polycarbonate sheeting (not glass) or horticultural polythene of suitable strength may be used in the construction of polytunnels or greenhouses. The polythene must be securely fixed in position and, if it becomes torn and is not securely held, it must be taken off the site and disposed of lawfully.
- Only two constructions from the list above shall be permitted on an allotment plot.
- Any construction shall be free standing and shall be positioned on the boundary of the allotment plot.

Mr Hammerton proposed and Mr Froggitt seconded that this policy be accepted. It was carried.

(b) Village Sign (*minute 6b*).

It was noted that this work has been completed.

(c) Insurance (*minute 6d*).

(i) A revised quotation of £1,862.40 was received from the Insurance Company and, as payment of this was required before the end of the month, the Chairman authorised the cheque to be sent. The meeting endorsed the Chairman's action.

(ii) It was noted that the Insurance Policy is only valid for a population of up to 10,000. It was agreed to try to find out from the City Council what the population of the Orton Waterville Parish Council area is.

(d) Training Courses (*minute 6g*).

The Clerk discussed her training with the Chairman and he agreed that she could go on all training courses that are held in Peterborough. There is to be a seminar on Health & Safety, and Human Resources at the Cresset, in Bretton at a cost of £25. It was agreed that the Clerk could go on this. Mr Froggitt is still pursuing one on Localism in Action.

(e) Parking Scheme at Rangefield (*minute 6h*).

The parking bay issue has been resolved but it has only released 2 extra parking bays outside No. 32. It was agreed to defer any further action to the next meeting.

(f) Lighting (*minute 6i*).

The City Council has replied that the lights at Rangefield will be repaired within 7 days. This was noted.

(g) Future Jobs Fund (*minute 14*).

It was agreed that the Parish Council could not sustain the position of a general maintenance and handyman for the 25 hours a week that is required under this scheme. However, it was agreed that Mr Froggitt could explore further the position of a Community Co-ordinator/Website Co-ordinator.

(h) Demolition of Boundary Walls (*previous minutes*).

The Conservation Officer, Mr Daley, had reported that he was meeting with the occupants of 25 Cherry Orton Road regarding the state of the boundary wall. He has also written to the occupants of 37 Cherry Orton Road to inform them that the demolition of the front boundary required Conservation Area Consent. The demolition of this wall has created a large gap which is judged to harm the appearance of the Conservation Area. Retrospective consent will not be granted and therefore consultation is taking place on further course of action. Since the Conservation Consent is only required for walls of 1m high and over, Mr Daley intends to identify properties in Orton Waterville with a front boundary under 1m with a view to considering making an Article 4 Direction Order to bring demolition under planning control.

11. CORRESPONDENCE RECEIVED

(a) Stagsden Pond – A draft proposal of work at the Village Pond was received from Brian Armstrong, the Wildlife Officer. This proposal included the removal of the boundary fence. The Parish Council had no objection to the proposal subject to monthly maintenance inspections of the pond by the City Council.

(b) Mobile Library – It was noted that a mobile library stops in Valence Road once a month on a Friday from 9.30 am to 9.55 am. The following dates were noted 28th May, 25th June, 23rd July, 20th August, 17th September, 15th October, 12th November and 10th December.

(c) Peterborough Roller Hockey Club – A request was received to help with funding of kit for the under 11s squad which meet at the Bushfield Sports Centre. Mr Long proposed and Mr Chambers seconded that £350 be granted under section 137 LGA. This was carried.

12. BURIAL GROUND

- (a) Risk Assessment Quotation – No reply to date had been received from the Co-op Funeral Directors. A quotation was received from Safety Management Services and Mr Froggitt together with Mr Hammerton agreed to meet with Mr Brant to clarify some of the points. It was then agreed that the Cemetery Working Group would meet to discuss the next stage of the process.
- (b) Landscaping Progress – Most of the Landscaping has been completed and an invoice for part payment has been received. There are still some outstanding issues and the Architect, Mr Wright, would not sign the work off until these issues have been resolved. The plaque from the seat has been returned.

13. ALLOTMENTS

- (a) Wyman Way – Mr Froggitt had investigated what was required to rejuvenate the allotments. They required re-marking up, some to be divided into smaller plots, and troughs for water. It was agreed that Mr Froggitt should investigate this further. There was one abstention.
- (b) Cherry Orton Road – The tenant whose cheque had bounced, subsequently paid the rent in cash including the bank charges incurred from the bounced cheque. It was reported that there was a leaking water pipe and the Clerk, under her delegated powers, called out the plumber to repair it.
- (c) Gostwick – It was discovered that the Parish Council had been charged VAT on the water charges from Anglian Water. The correct forms have now been completed and the account credited. It was reported that someone was not turning the tap off properly after using the stand pipe. Mr Rowett agreed to keep an eye on this.

14. FINANCE AND ADMINISTRATION – The internal auditor reported to the meeting that he had examined the accounts and found that the City Council were refunding the grant for the cemetery in gross instead of nett. He recommended in a letter to the Council that this money be repaid.

(a) The following payments were authorised

Beebys Landscaping (cemetery & churchyard)	£8,283.76
Broker Network (insurance)	£1,862.40
SLCC (training course fee)	£25.00
Acqua Main (plumbing services)	£45.00
Peterborough Office Supplies (stationery)	£50.40
Bowmans (Village Sign repair)	£1,069.25
HM Revenue & Customs (Tax and NIC)	£101.23
Clerk's Salary (for May)	£395.20

(b) Income received to date

Bank Interest	£1.33
Allotment rents	£896.00
Precept	£13,436.00

(c) Clerk's Salary Review – The Clerk had requested that her hours be increased to 15 hours a week and that she be considered for a raise to Salary Scale SCP 27 in accordance with the latest NALC recommendations for part-time clerks hourly rates. The Clerk left the room while this was discussed. The request was granted. Mr Froggitt agreed to complete a CPALC survey of the Clerk's present duties.

(d) (i) To approve the accounts and accounting statements for the annual return

These accounts together with the internal auditor's letter were circulated. The accounts showed an inflated figure for reserves but this will be corrected when the money owed to the City Council is repaid. This correction will appear in next year's accounts. This year the City Council will be shown as a Creditor. Subject to this, Mr Hammerton proposed and Mr Rowett seconded that the accounts be approved and signed. This was carried.

(ii) To approve the annual governance statement

The statements were circulated and considered by the members. Mr Hammerton proposed and Mrs Thornley seconded that it be approved and signed. This was carried.

15. PLANNING MATTERS

(a) New applications since last month

10/00356/FUL	Extension at 15 Everingham, Orton Brimbles	No objection
10/00298/FUL	Extension at the Windmill, Orton Waterville	No objection
10/00537/TRE	Thin Oak Tree at Notcutts, Orton Waterville	No objection

(b) Decisions on previous applications

10/00213/FUL	Extension at 7 Shearwater, Orton Wistow	Withdrawn
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16. MAINTENANCE AND OTHER MATTERS – The following maintenance matter was raised:

- (a) There are several potholes in Chapel Lane. It was agreed to report this to the City Council.
- (b) A request had been made by a resident to plant bulbs on the green in Aboyne Avenue. The members of the Parish Council had no objection to this but it must be pointed out to the resident that permission must be sought from the City Council as the owner of the land.

17. ANY OTHER BUSINESS – It was agreed to put the following items on the next agenda – Co-option to vacancies on Parish Council, and Review of Supplementary Standing Orders.

There being no further business the meeting closed at 9.55 pm.