

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 15 February 2017 at 7:30 pm.

PRESENT: Mr T Rouse (Chair) Ms J Howell Mrs D Sandles
Mr A Airey Mrs J Goode Mr M Chambers
Mrs J Farnham Mrs B Fearon (from 8:00pm)
Mrs A Brown (Clerk)

Members: 13 Quorum: 5

MEMBERS OF THE PUBLIC – One (from 8:25 pm)

247/02-17 Address by Chair

Mr Rouse addressed the meeting with concerns that he was not chairing meetings in the correct manner. He said that on many occasions decisions have been agreed and resolved but the matter was still being discussed at the next meeting. Mr Rouse would like meetings to be a bit more formal but still pleasant and asked if anyone would have any objections to raising their hand indicating an intention to speak. It was agreed that as from now anyone wishing to speak will raise their hand and wait for the Chair to give them permission. All decisions resolved by a majority vote would be carried and not be open to any further discussion.

Action: All Councillors to indicate intention to speak.

248/02-17 Apologies for absence

Apologies were initially received and accepted from Mr C Long (personal), Councillor K Aitken (personal), Councillor G Elsey (personal), Councillor J Stokes (personal) and Mr R Proudfoot (personal).

249/02-17 Declaration of interests and dispensations

Received Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item – None.

250/02-17 Public Forum

There was no public forum.

251/02-17 Local police matters

No matters were raised.

252/02-17 Ward Councillors

There were no reports.

253/02-17 Minutes of previous meeting

The minutes of the Orton Waterville Parish Council meeting held on 18 January 2017 were unanimously agreed and **RESOLVED** as a correct record of the meeting and signed by the Chair.

254/02-17 Clerks update

1. Post box for Orton Northgate – Royal Mail is currently undergoing an internal re-organisation in their collection department and the Parish Council request is on hold until this has been completed.
2. Footpath near Matley – the drainage team and development control at Peterborough City Council are currently looking into the situation.
3. CAPALC nomination for Buckingham Palace garden party on 23 May 2017 is Mr Michael Chambers who will attend with his wife.
4. There were no other updates.

255/02-17

Correspondence received:

1. CAPALC - Join The Plunkett Rural Co-operatives' Programme Call to Action – noted.
2. CAPALC - NALC Chief Executive's Bulletin 4 – noted.
3. Peterborough City Council – Paperless planning notifications will be in force as from 1 July 2017.
A concern regarding this new practice was raised that sometimes councillors have trouble accessing the planning applications online. It was agreed that in the future the Clerk will download and save the applications and associated paperwork and circulate them by email to everyone.

ACTION: Clerk to download and circulate planning applications as from 1st July 2017.

256/02-17

Parish Council logo

The logo design agreed at the last meeting was discussed and the question of whether a Parish Council logo was absolutely necessary was debated. After further discussion it was **RESOLVED** that there was no real need for a Parish Council logo and that the current type head would be sufficient for the roller hockey club tracksuits.

ACTION: Clerk to inform Peterborough Roller Hockey club about logo.

257/02-17

Dog fouling within the parish

The Clerk informed the meeting that Peterborough City Council Highways department have in principle no objection to the Parish Council spraying stencil messages onto the footpaths within the parish however they would like to receive more detail on the sizing and frequency of the markings, the wording/logo and details of the spray material which must be of a temporary nature before going ahead. The Clerk will send these details to the City Council before purchase of the stencils.

Possible locations for the stencil markings were discussed, one possibility being on footpaths near dog bins to encourage people to clean up after their dog. It was also suggested that residents should be encouraged to notify the Parish Council of dog fouling hot spots.

The following motion was proposed and **RESOLVED** '*That the Parish Council purchases a set of 'No Dog Fouling' information stencils to spray paint messages onto paths to try and combat problem areas within the parish*'.

ACTION: - Clerk to receive approval from Peterborough City Council before the purchase of 3 stencils and temporary spray paint.
- All Councillors to suggest locations for stencil.

258/02-17

Ortons Rotary Club

Mrs Farnham informed the meeting that she had received an email from the Ortons Rotary Club offering their help with any future potential projects which the Parish Council are planning to undertake. This was noted and it was agreed that Mrs Farnham will contact the Rotary Club and thank them for their offer of help and that they will be contacted when a project is identified.

ACTION: Mrs Farnham to contact Orton Rotary Club and thank them for their offer of help.

259/02-17

Bulky waste skip collections

Fly tip hot spots have been identified by Amey in the following areas: Hinchcliffe, Kilham, Riseholme, Reepham, Ledham and Lessingham. If set up the refuse collection service would include a RCV (Refuse Collection Vehicle) and a 7.5 tonne Vehicle for White Goods. Information would be provided afterwards of the tonnage from the RCV and a rough list of the items put onto the 7.5tonne vehicle.

Locations were discussed and it was agreed that the Orton Centre car park would be a good location subject to the approval of the owners.

It was **RESOLVED** that the Parish Council would trial this refuse collection scheme on Saturday 29th April for three hours and that it would be advertised on the website, The Oracle and on the Coop noticeboard subject to the agreement of the Orton Centre owners.

ACTION: Clerk to obtain consent from Orton Centre owners for RCV and white goods vehicle and organise and advertise collection date.

260/02-17

Damaged ‘green’ on Cherry Orton Road

The Clerk informed the meeting that Highways at Peterborough City Council have informed her that according to their records all the verges on Cherry Orton Road near this location are adopted highway and therefore they cannot authorise the placing of boulders there. However in terms of the verge damage, the Head of Peterborough Highways is currently preparing a report for the Scrutiny Committee which sets out potential courses of action in terms of preventing verge damage. No further action at this moment in time can therefore be taken by the Parish Council. The Clerk will update the resident who raised the initial query with the Parish Council.

ACTION: Clerk to update resident who raised original matter of concern.

261/02-17

Napier Place car park

Mr Rouse informed the meeting that he had been to the car park to see if he could see the directional traffic issues affecting the car park but did not see any problems. This could have been due to the time which he was in the car park was not a peak time for users. Ms Howell informed the meeting that she has seen the problems in the car park and Mrs Goode confirmed that there has always been this issue in this car park.

The suggestion to purchase the car park was discussed and in previous years a cost was sought which was this in the region of £250,000. The question of whether any accidents had ever occurred in the car park was raised. No one was aware of any. In view of this and previous discussions, it was **RESOLVED** that no further action will be taken in respect of Napier Place car park because the land is in private ownership.

262/02-17

Environmental working party

Mr Airey gave feedback from the recent meeting:

- Pond improvements - in order to move forward a survey of the two ponds needs to be completed first and from this a management plan can be drawn up. A management plan is a plan of action outlining what steps should be taken to bring the areas up to a standard for people and wildlife to enjoy. The Wildlife Trust is able to do this at a cost of £850.00. It was also noted that there are other charitable trusts which could also be approached to quote for a survey. The Clerk informed the meeting that four volunteers have contacted her offering to help with the ponds project.

It was **RESOLVED** that quotations for a survey should also be obtained from Buglife and Froglife and that the cost will come out of the agreed budget for pond enhancements.

- Mapping – this would show what landscape features are in the parish and where they are. This would be available for residents and visitors to the parish.
- Traditional orchard – this was once within the boundaries of the parish behind the Maples and the working party would like the Parish Council to agree to re-stock it to replace the trees which the City Council has cut down. Questions were raised as to why it should be re-stocked. The land in question belongs to Peterborough City Council and their permission would need to be obtained before any trees could be planted.

Mr Rouse put forward the suggestion from the Clerk that future meetings should be held in the village hall because it was felt that it would make them more accessible to anyone wishing to attend working party meetings. Leisure and Amenities working party meetings are already held in the village hall. Mrs Fearon informed the meeting that she would like to join the Environmental working party group. It was **RESOLVED** that all future meetings of the Environmental working party would take place in the village hall and that Mrs Fearon will join the this working party.

ACTION: Environmental working party to obtain survey quotations.

263/02-17

Leisure and Amenities working party

The following motion was proposed '*That the proposed quotation of £25,589.00 for The Gannocks play area equipment is agreed and accepted with the option to further increase the spend on more equipment to a maximum of £32,000 following consultation with residents without the need to refer the decision back to the Full Council*'.

Mrs Farnham voiced her concerns that the amount being spent was still too high and not enough time had been given to look over the quotation prior to the meeting. It was also not known how many

children would actually use the facilities. She said that in other areas of the parish the children were asked what type of play equipment they wanted.

It was **RESOLVED** that the motion be retracted and that the quotation for the play equipment be given back to the Leisure and Amenities working party for a revised quotation and that the comments made at the meeting relating to cost, number of children and equipment preference are taken into account.

ACTION: Leisure and Amenities working party to re-submit a revised play equipment quotation.

264/02-17

Speedwatch

The training will take place on Friday 24th March 2017 in the village hall Jubilee room at 6:00 pm. The session will last approximately 90 minutes. So far six volunteers have signed up to the group. Anyone wishing to attend can just turn up on the night. Ms Howell agreed to co-ordinate the Speedwatch group.

265/02-17

Parish Council survey

The survey questions were discussed and a few amendments suggested and agreed. The cost for Freepost set up is £98.00 and then the cost is 23p per returned survey. It was **RESOLVED** to go ahead with the amended survey and that Mr Airey will obtain three printing and delivery cost quotations for Parish Council approval.

ACTION: Mr Airey to obtain survey printing and delivery cost quotations.

266/02-17

Parish Councillor guidelines

The amended guidelines were circulated and it was **RESOLVED** to accept them. Mrs Fearon asked the Clerk for a hard copy of the document.

ACTION: Clerk to give Mrs Fearon a hard copy of the Parish Councillor guidelines and to anyone else requiring a copy.

267/02-17

Website

The site now has a valid HTTPS (SSL) certificate and no further maintenance is required on the site.

268/02-17

Parish Council Action Plan

The production of an Action Plan for the parish was discussed but it was agreed that because of the nature of the parish, an urban parish within a city, it would be a challenging document to produce. It was therefore **RESOLVED** not to produce a Parish Action Plan.

269/02-17

Defibrillator for village hall

Mr Rouse informed the meeting that he had spoken to the Village Hall Committee and that they had no real desire for a defibrillator unit for the village hall or to make any monetary contribution to it. Also the unit would need to be housed inside the building because it could be stolen if placed on an outside wall. The meeting was also informed that Wistow Community Centre does not have a defibrillator unit either. In view of these points it was **RESOLVED** not pursue this matter any further.

270/02-17

Cemetery

1. Dog fouling in cemetery – the Clerk informed the meeting that she had received a complaint from a relative of a deceased that there was dog fouling on their grave. Apparently there had also been an incident where someone was walking their dog within the grounds of the cemetery and when approached, were verbally unpleasant to the complainant.

The Cemetery Lawn regulations state that no dogs, except guide dogs with their users are allowed into the cemetery. The Clerk has attached a 'No dogs' sign to the gate in the hope that this message will be adhered to. It was agreed to monitor the situation.

2. Blue Badge holder vehicle access – the Clerk informed the meeting that she had received a request for a Blue Badge holder vehicle access into the cemetery to visit their relative. The main cemetery gates are only opened during funerals. The Clerk also informed the meeting that she had spoken to Peterborough Crematorium regarding this matter and was told that there is no regulation stating that such access must be made available at all times.

It was **RESOLVED** to close the meeting at 9:23 pm to allow a member of public to speak about the access to the cemetery.

The member of the public informed the meeting that when the cemetery was being designed, the issue of blue badge vehicle holders gaining access to the cemetery at any time was never discussed because it was not a statutory requirement.

The meeting re-opened at 9:24 pm.

Following discussion it was **RESOLVED** that vehicle access cannot be given for normal cemetery visits because:

- The red gate is always locked to prevent unauthorised entry onto the field and any contractor who enters the field, must lock the gate immediately behind them. This means that the person driving would need to get out of their vehicle to unlock the gate, drive through and then get out again to lock the gate, on their way in and again on their way out of the cemetery.
- There are a further 3 padlocks on the main cemetery gates which all need unlocking separately to gain access.
- Security of the field and cemetery could be compromised if keys were given out to members of the public.
- Access from the footpath at the back of the Shops on Gannocks Close was deemed as being reasonable access and if a dropped kerb is needed for wheelchair users on this footpath, then the Parish Council would look into providing this.

ACTION: The Clerk to inform the person who raised the query with the Parish Council decision.

3. There were no other matters of concern raised.

271/02-17 Allotments

1. Gostwick – the new noticeboards have arrived and will be erected ASAP.
2. Cherry Orton Road – the potholes still require repair. New noticeboard will be erected ASAP.

ACTION: The Clerk will remind the maintenance contractor to repair the potholes and to erect the noticeboards.

3. Wyman Way – no matters of concern were raised.

272/02-17 Finance & Administration

1. The following Electronic (E) and Cheque (C) payments were authorised for payment:

Anglian Water	Cherry Orton Road allotment water charges	£41.85	E
Anglian Water	Cemetery water charges	£85.63	E
R Harding & Son Landscaping	Cemetery maintenance (Feb), noticeboard refurbishment and removal of unsafe tree in churchyard	£470.00	E
Dog and Pig Design Ltd	Parish Council logo design	£150.00	E
Society of Local Council Clerks	Annual subscription	£157.00	E
Clerk's salary	Salary (Feb)	£1068.86	E
Clerk's expenses	Reimbursements (Feb)	£83.00	E
HM Revenue & Customs	Tax and NI (Feb)	£142.60	E
Cambridgeshire County Council	Superannuation (Feb) employer & employee contributions	£462.94	E

*Denotes VAT at 20%

2. Received income noted:

Burial fees	£1700.00
Allotment rent	£44.00
HSBC Bank interest	£0.20

3. New financial regulations – The new updated financial regulations were presented and it was **RESOLVED to accept the motion: 'That the regulations contained within the document 'Financial Regulations – May 2014' and subsequent amendments thereto, are rescinded and the regulations contained within the document 'Financial Regulations February 2017' are adopted as the financial regulations of this council.'**
4. The Co-operative bank – the investment matures in March 2017 and it was **RESOLVED** to reinvest the monies for a further six months.

273/02-17

Planning matters

1. To comment on any new applications

17/00121/HHFUL	Single storey front and rear extensions at 45 Lady Lodge Drive, Orton Waterville, Peterborough PE2 5EU	No objection
17/00125/CTR	Ash – Remove deadwood; end weight reduction of long branches over road by 3 to 4 m	No objection
17/00170/HHFUL	Erection of 2m high boundary wall to N/W at 29 Earlswood, Orton Brimble, Peterborough PE2 5UG	No objection however the following comment will be submitted to planning: - The front wall is not in keeping with the open plan of the estate.
17/00197/FUL	Removal of existing 12.0 m monopole and replacement with a 15.0m phase 5 monopole with installation of 1no. cabinet and associated development at Communication Station Site, Brimble Way, Orton Brimble, Peterborough	No objection

2. Decisions noted on previous applications:

16/02081/HHFUL	New entrance canopy over front door, new doors and windows, replacement of flat roof to pitched roof to the existing rear single storey extension and new cast in situ coloured concrete paving to the front at 29 Lady Lodge Drive, Orton Waterville, Peterborough PE2 5ES.	Permitted
16/02251/HHFUL	Ground floor side and rear extension and addition of new window to bedroom on south-east elevation at 29 Cherryfields, Orton Waterville, Peterborough PE2 5XD	Permitted
16/02275/FUL	Construction of 2.4m high palisade fencing at Unit D and E Bakewell Road, Orton Southgate, Peterborough PE2 7XU	Permitted

274/02-17

Maintenance matters

None.

275/02-17

Future agenda items and announcements

Announcements:

- Mr Edward Hamilton, Amey Tree Services Manager to give a talk on their priorities and aims for the ongoing management of the tree stock in Peterborough prior to the next meeting at 7:00 pm.
- Community Meet and Eat at the Jigsaw Centre, Herlington, Orton Malbourne, 28 February 2017, 4pm – 6 pm. Adults £2.50, under 5's £1.00. Local residents are encouraged to attend and can confirm their attendance on 01933 417438.

Agenda items:

- Orton Wistow Under 5's grant application

276/02-17

Date of next meeting - Wednesday 15 March 2017

There being no further business the meeting closed at 9:40 pm.