

# 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 16 September 2015 at 7:30 pm.**

**PRESENT:**

<b>Mr M Chambers (in the Chair)</b>	<b>Mrs J Goode</b>	<b>Mrs J Farnham (from 7:34pm)</b>
<b>Mrs C Normington</b>	<b>Mrs D Sandles</b>	<b>Ms J Howell</b>
<b>Cllr J Stokes</b>	<b>Mr P Thomson</b>	<b>Cllr K Aitken</b>
<b>Mr P Froggitt</b>	<b>Mrs A Brown (Clerk)</b>	

**Members: 13    Quorum: 5**

**MEMBERS OF THE PUBLIC – Three    Police – None**

**74/09-15            Apologies for Absence**  
Apologies were initially received and accepted from Mr C Long (personal).

**75/09-15            Declaration of Interests and dispensations**

1. Received declarations of interest from councillors on items on the agenda:  
Mrs Normington - agenda item 90/09-15 (employee).  
Cllr J Stokes – agenda item 90/09-15 (personal).
2. Received written requests for dispensations for disclosable pecuniary interests (if any) – none.
3. Granted requests for dispensation as appropriate – none.

**76/09-15            Public Forum**  
It was proposed by Mrs Sandles, seconded by Mr Chambers and RESOLVED by 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.  
Members of public from the Orton Southgate Residents Association raised the following matters of concern regarding the area which were addressed by Cllr Stokes and Cllr Aitken.

- The underpass near Orton Southgate is in bad condition.
- Dog fouling and lack of bin provision.
- Fading white lines near Showground entrance.
- Parking on bends near the showground obstructing traffic.
- Inconsiderate parking on streets near the showground during the events such as Truckfest and during the Firework Fiesta display.

The meeting reconvened at 7:51pm.

**77/09-15            Local Police matters**  
There were no matters raised.

**78/09-15            Ward Councillors**  
Cllr Aitken reported that:

- She had attended a meeting at Orton Wistow School with the Head Teacher and other interested parties on how to ease traffic congestion near the school. A letter will be sent to all parents from Cllr Aitken via the School asking everyone to be more considerate when parking near the school and if possible to use different means of transport e.g. walk, cycle to school.

- The service bus is driving too fast past the school and up to the traffic island on the wrong side of the road. To alleviate this problem Cllr Aitken said that the parking space nearest the island will be removed and two spaces will be added at the back to give the bus more room to manoeuvre. She will also be writing to the bus company informing them of this and that their drivers are driving too fast on the wrong side of the road.

Cllr Stokes reported that:

- She had received a complaint regarding parking during the Village Show. Cars were being parked on the bend obstructing traffic and causing problems for the bus. She has suggested that the Village Show Committee speak with the City Council and request that this area is coned off in future years whilst the show is on.
- Peterborough City Council has launched its annual advert for the Civic Awards for people who have done good work within the Ward. Potential nominees for the award should be forwarded to Cllr Stokes.
- There is a problem with a gang of youths causing mischief in the ward and all incidents should be reported to the police.

**79/09-15**

**Minutes of previous meeting**

The minutes of the Orton Waterville Parish Council meeting held on 15 July 2015 and the planning meeting held on 11 August 2015 were unanimously agreed by everyone as a correct record of the meeting and signed by the Chairman.

**80/09-15**

**Parish Councillor Vacancies**

The vacancy on Goldhay East ward remains open.

**81/09-15**

**Clerks update**

- The new play area bench has now arrived and will be installed soon.
- St Mary's Church committee no longer wants a disabled space outside the church because they feel it will cause them unnecessary problems during church services.
- Peterborough City Council are no longer progressing the Residents Parking consultation on Cherryfields to the formal stage at this moment in time because Nene Park Trust are not now proposing to introduce parking charges until next year, however it may be reviewed in the future.

**82/09-15**

**Correspondence received:**

- 1. Chief Inspector Robin Sissons** – The Safer Peterborough Partnership model has been set up to bring efficiencies and savings by organisations working together in the light of proposed police budget cuts to try and provide the same level of service for less money. It was agreed Chief Inspector will be invited to meet with the Parish Council.
- 2. Key Sports Coaching** – The report sent by Scott Quinney on how well the sports club funded by the Parish Council at Ormiston Meadows was received and notes, including a request for further funded. The Clerk has sent a new grant request application form to Scott Quinney.

**83/09-15**

**Proposed skate park project**

The Leisure & Amenities working party has approached PCSO O'Driscoll for her views on possible locations. Her suggestions were the existing park at Matley and Gostwick. The two sites will be visited in the first instance followed up by leaflet drops in the both areas asking for resident's initial views and a report submitted to the Parish Council for consideration. If the decision is then made by the Parish Council to progress this further, the Clerk will contact Peterborough City Council for advice on how to take the matter further.

**84/09-15**

**Parish Council Liaison**

The report from the recent meeting was circulated and noted in particular:

- An offer made by Belinda Child, Head of Housing and Health Improvement and Robin Sissons to visit Parish Councils to discuss the effect of reduced policing levels and actions that Parish Councils may take to address the problem.
- An offer made by Matt Oliver, Team manager – Youth in Localities, to discuss measures that Parish Councils may take to enhance youth facilities and opportunities in their area – particularly those areas that have high youth deprivation indices.

It was agreed that Belinda Child and Matt Oliver will be invited to meet with the Parish Council.

85/09-15

**Finance and General Purposes Working party**

1. The proposed Finance and General Purposes Working Party Terms of Reference were presented to the Parish Council for consideration and adoption.

**Resolved: to adopt the presented Finance and General Purposes Working Party Terms of Reference.**

2. The working party reported that at their next meeting they will be putting together next years' budget proposals and asked for suggestions for possible schemes and expenditure for the next few years which could also be included in the budget. A suggestion was made that the public should be invited to give their thoughts on possible Parish Council projects and how public funds should be spent. It was agreed that an article will be placed on the website for this.

86/09-15

**Leisure and Amenities Working Party**

1. The proposed Leisure and Amenities Working Party Terms of Reference were presented to the Parish Council for consideration and adoption.

**Resolved: to adopt the presented Leisure and Amenities Working Party Terms of Reference.**

2. The working party reported that:

- They were not going to recommend an allotment increase next year.
- They discussed a query which the Clerk had received regarding the new bonfire rule on the allotments. What happens if an allotment tenant is away or it is raining on the specified burning days? The working party felt that failure to adhere to the fixed dates would be open to abuse and more difficult to police. After discussion the Parish Council agreed that perhaps March is the wrong time of year for bonfires on allotments and agreed to amend the rules and increase the number of specified burning days to occur in September and October but restrict the time of day when they can be lit. It was further agreed that the Clerk will give notice of the 'Burning Days' when the rent renewal letters are sent out. The dates will be agreed annually.

**Resolved: to only permit bonfires on specified 'Burning Days' as agreed in advance by the Parish Council. Notification of 'Burning Days' will be given in the annual rent renewal notice sent out by the Clerk in September. All bonfires must take place between the times of 10 am and 4 pm and must be fully extinguished before the tenant leaves the site. Breach of these rules can lead to termination of the tenancy agreement. This years 'Burning Days' will be 27 September 2015, 28 September 2015, 25 October 2015 and 26 October 2015.**

87/09-15

**Parking on double yellow lines near Svenskaby**

The matters of concern regarding this agenda item are now being addressed by Cllr Aitken as part of the traffic congestion issues as mentioned earlier in her Ward Councillor report 78/09-15.

88/09-15

**Employment of Lengthsman**

The request for the Parish Council to employ someone to litter pick within the parish and keep it tidy was discussed. It was suggested and agreed that City Councillor Gavin Elsey should be invited to the next Parish Council meeting to discuss litter related issues within the Parish because he is a Peterborough City Council Cabinet Member for Digital, Waste, and Street Scene.

89/09-15

**Youth deprivation within the Parish**

It was brought to the attention of the Parish Council that the Parish has been highlighted by Peterborough City Council Scrutiny Commission for Rural Communities as being at the top of the list of the most deprived areas in Peterborough. It was agreed that this can be discussed further when Matt Oliver Team manager for Youth in Localities meets with the Parish Council.

90/09-15

**Training requirements for new Councillors**

Training options were circulated and discussed including an option where Peterborough City Council may be able to offer funding towards training. It was agreed that in the first instance, the Clerk will ask CAPALC to find out from other Parish Councils to see if they would be interested in attending a locally run course at the Village Hall, and try and obtain further information from Peterborough City Council regarding any funding they may have available towards training.

**91/09-15**

**Bins in the Parish**

A list was circulated outlining a proposal of bins which could be re-located to other areas within the parish. The matter of the lack of dog bins in the Orton Southgate area raised in the earlier public forum was also discussed. Mr Froggitt informed the meeting that Peterborough City Council does not have a cap on these types of bins and if a need for them can be demonstrated then they can be installed. It was agreed to discuss this list and issues further when Councillor Elsey attends the next Parish Council meeting.

**92/09-15**

**Bus stops in Orton Waterville**

A request was made as to whether the bus stops on Lady Lodge Road and Church Drive could have electronic timetable boards installed, the same as the two bus stops on Oundle Road near the school. Cllr Stokes informed the meeting that the bus stop on Lady Lodge Road is due to be improved to provide better shelter from the elements, however it will not be possible for electronic timetable boards to be installed because the buses come from a different depot in Northampton as opposed to those on Oundle Road which come from Peterborough.

**93/09-15**

**Burial Ground**

1. The Clerk circulated a quotation for the creation of memorial rose garden - £1180.00 + vat. As an alternative to this, details of a free standing memorial with space for a large number of memorial plaques was also circulated – prices start from £2600 + vat with space for 40 inscribed tablets. A further alternative was suggested - a simple wall or raised planter could be built within the cemetery and tablets could be obtained directly from a local stonemason. The Clerk will obtain quotations for this.
2. Mr Froggitt proposed to the meeting that the fees in the cemetery regulations for sanctum units on the website should be amended to show an all-inclusive price. All individual prices to remain the same. It was agreed by everyone that this amendment be made. It was also suggested and agreed that a photograph of the new sanctum units should also be put on the website.

**94/09-15**

**Allotments**

1. Bonfire trial – a matter of concern raised by an allotment tenant. This was dealt with earlier under agenda item 86/09-15.
2. Gostwick – the Clerk gave an update regarding the proposed allotment move after having spoken with Simon Webber at Peterborough City Council. There are no immediate plans for the redevelopment of Gostwick in the next 12-24 months mainly because there are enabling issues which need resolving and it is easier for the City Council to development other areas first. The land still remains part of the Capital Programme and Simon Webber is looking to set up a new 5 year lease for Gostwick with the Parish Council which will have a clause allowing the development of the land, including the relocation of the allotments. This will be reviewed annually.
3. Cherry Orton Road – no matters of concern were received.
4. Wyman Way - no matters of concern were received.

**95/09-15**

**Finance & Administration**

1. To authorise the following payments:

Beebys Limited	Burial ground maintenance - August	£456.00*
Rialtas Business Solutions	Alpha Software Maintenance	£133.20*
R Harding & Son Landscaping	Installation of Sanctum units	£1400.00
R Harding & Son Landscaping	Re-turf graves	£125.00
Peterborough Office Supplies	Toner cartridge and A4 card (burial deeds)	£43.19*
Clerk's salary	Aug Salary	£1007.98
Clerk's expenses	Reimbursements (Aug)	£76.60
Cambridgeshire County Council	Superannuation (Aug) employer & employee contributions	£422.10
HM Revenue & Customs	Tax and NI (Aug)	£121.44
Beebys Limited	Burial ground maintenance - September	£456.00*
Mr M Hazlehurst	Internal auditor honorarium	£300.00
R Harding & Son Landscaping	Re-turf graves	£50.00
PKF Littlejohn LLP	External Auditor fee	£360.00*
Clerk's salary	September Salary	£1007.78
Clerk's expenses	Reimbursements (Sept)	£72.54
Cambridgeshire County Council	Superannuation (Sept) employer & employee contributions	£422.10
HM Revenue & Customs	Tax and NI (Sept)	£121.64

\*Denotes VAT at 20%

2. Income received:

August

Burial ground	£600.00
Bank interest	£0.36

September

Burial ground	£2050.00
Allotments	£132.00
Bank interest	£226.52
Precept – 2 <sup>nd</sup> instalment	£22367.50
Parish recreation ground grant – 2 <sup>nd</sup> instalment	£924.66
Parish burial ground grant – 2 <sup>nd</sup> instalment	£744.00

3. Coop investment – The current period of investment with the Cooperative Bank matured on 3 September 2015. The money has been automatically re-invested for a further six months until March 2016 because there was no meeting during the summer for the re-investment to be discussed. It was agreed to discuss the investment and agree any actions in January 2016.
4. Conclusion of audit - The Notice of ‘Conclusion of Audit’ has been 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 already been displayed on the main Parish Notice board and website.

96/09-15

**Planning matters**

1. To comment on new applications as follows:

15/01155/FUL	Alterations to Southern elevation of Pegasus House; single storey extension to existing cafe of Pegasus House; redesign of central court yard to Pegasus House (including car park amendments); and creation of additional car park to Saxon House at Pegasus House, Bakewell Road, Orton Southgate, Peterborough	No objection
15/01221/HHFUL	Construction of conservatory, front and rear porches and extension of garage at 1B New Road, Orton Waterville, Peterborough PE2 5EJ	No objection
15/01248/FUL	Continued use as dog daycare and training facility and increase height of fence at 6 Milnyard Square, Orton Southgate, Peterborough PE2 6GX	No objection
15/01281/FUL	Additional window to north east elevation and additional glazed screen to north west elevation at 27 Culley Court, Orton Southgate, Peterborough PE2 6XD	No objection
15/01330/FUL	Demolition of existing office building and link block, re-cladding of existing warehouse, insertion of new vehicle service doors, construction of new attached two storey office block with car parking and new service yards to front and rear, all to be within General Employment Use B1/B2/B8 at Royal Mail Group, Newcombe Way, Orton Southgate, Peterborough PE2 6SE	No objection
15/01367/HHFUL	Three storey side extension at 17 East of England Way, Orton Northgate, Peterborough PE2 6HA	No objection
15/01431/OUT	Proposed residential development comprising of 610 dwellings and provision of Primary school with open spaces, highways and associated infrastructure including new drainage features with details of access and strategic landscaping submitted at Land To The East Of Alwalton Hill, Fletton Parkway, Peterborough	No objection

2. Decisions on previous applications:

15/00791/FUL	Demolition of offices and creation of additional parking, re-cladding of the front and two sides of the building at Unit D And E Bakewell Road Orton Southgate Peterborough PE2 7XU	Permitted
15/00918/HHFUL	Two storey extension to side and rear at 7 Dundee Court Orton Northgate Peterborough PE2 6BT	Permitted
15/00858/HHFUL	1½ storey extension to rear of existing listed building - Resubmission at 58 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Withdrawn
15/00859/LBC	1 1/2 storey extension to rear of existing listed building – Resubmission at 58 Cherry Orton Road Orton Waterville Peterborough PE2 5EQ	Withdrawn

15/00883/HHFUL	Increase height of roof to create loft conversion including rear dormer window at 68 Beverstone Orton Brimbles Peterborough PE2 5YN	Permitted
15/00872/HHFUL	Single storey extension to front at 18 Church Drive Orton Waterville Peterborough PE2 5EX	Withdrawn
15/01183/FUL	The removal of the existing 12 metre high Phase 2 monopole for an upgraded 11.7 metre high Phase 4 monopole with wrap around diplexor cabinet at base, the installation of a Pogona cabinet measuring 1230 x 400 x 1032mm located at ground level, and associated development at Communication Site 78327 Oundle Road Alwalton Peterborough	Permitted

3. Decision from the Planning Committee hearing – none.
4. Date of next Planning Customer Forum – Wednesday 25<sup>th</sup> November 2015 at 9:30 am in the Bourges Room, Town Hall. Mrs Sandles will attend.

**97/09-15**

**Maintenance matters**

- Plegan Place – it was noted that a barrier had been built across the footpath in the copse of trees at the far end of the field. The barrier has been dismantled however there is evidence of people meeting/living in this area. This has been reported to the police and Cllr Stokes agreed, as part of her Ward Walk, to go and look at this area before a contractor is called in to clear the rubbish and debris away.
- Reduced grass cutting – Mr Froggitt has received a quote from Amey to restore the grass cutting back to 10 times per year - £7695.00. He informed the meeting that Peterborough City Council reimburses the Parish Council for the cost of cutting the field at Wyman Way and if this is the case perhaps other areas within the Parish could be defined as being recreation land for reimbursement purposes. He has contacted Fiona Leverton, Senior Accountant at the City Council to explore this further and is waiting for a reply.
- Footpath between Brackenwood and Wistow Way - a query was raised as to why this access has been fenced off. Cllr Aitken explained that a resident had contacted her with concerns that a getaway car was parking in Brackenwood to assist a thief who was stealing from the Tesco store and using this cut through back to the waiting car. The concern was that the speeding car could pose a risk to children playing in the street. Since installation, the fence has been dismantled several times and it has now been decided to plant pyracantha in this area. It was also suggested that a ‘Council Property’ notice should also be put up and the residents informed of why it has been done because many are unaware of this.
- Website maintenance – the Clerk has had problems sending and receiving emails. 2buy1click are updating their servers and are no longer supporting emails. To solve this problem they have signed the Parish Council to Google for Work email system at a cost of £33pa. For information only, Mr Froggitt informed the Parish Council that he had recently attended a meeting with Peterborough City Council to discuss websites which was prompted by the recent legal requirements concerning the Transparency Code. Peterborough City Council indicated that they are looking at and will be suggesting ways that Parish Council websites may be linked to information on the City Council site and PCC may also be able to assist with the maintenance and management of Parish Council websites.

**98/09-15**

**Future agenda items and announcements**

- Annual Peterborough Parish Conference – Wednesday 18 November 2015, Future Business Centre, London Road, Peterborough.
- Parish Council Ward walk.

**99/09-15**

**Date of next meeting**

Wednesday 21 October 2015.

There being no other business the meeting closed at 9:59pm