

# 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 21 September 2016 at 7:30 pm.**

**PRESENT:**

<b>Mr T Rouse (in the Chair)</b>	<b>Mrs B Fearon</b>	<b>Mrs J Goode</b>
<b>Mrs D Sandles</b>	<b>Mr A Airey</b>	<b>Councillor K Aitken</b>
<b>Ms J Howell</b>	<b>Mr C Long</b>	<b>Mr R Proudfoot</b>
<b>Mrs J Farnham</b>	<b>Mrs A Brown (Clerk)</b>	

**Members: 13 Quorum: 5**

## **MEMBERS OF THE PUBLIC – Two**

### **112/09-16 Apologies for absence**

Apologies were initially received and accepted from Mr M Chambers (personal), Councillor J Stokes (personal) and Councillor G Elsey (personal).

### **113/09-16 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.

### **114/09-16 Public forum**

It was proposed by Mrs Sandles, seconded by Mrs Farnham 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 7:32 pm.

Matter of concern by a member of the public was raised as follows:

Why has the Orton land mark the 'Blue Bridge' been repainted green. The Parish Council agreed to contact Peterborough City Council as to why this had been done and report back to the member of the public.

The meeting reconvened at 7:34pm.

### **115/09-16 Local Police matters**

No matters were raised.

### **116/09-16 Ward Councillors**

Councillor Aitken reported that she is dealing with the Drifting issues occurring in Orton Southgate and has reported it to the Police and Crime Commissioner who in turn has spoken with the relevant city council workers to try and deal with this issue. Council Officers and Police don't seem to be doing anything to stop it happening imminently. She will continue to chase those with power to do something and report back at a later date.

Travellers' trespassing has also been raised with the Police and Crime Commissioner. He will raise this at his meeting with the MP's and Councillor Aitken will request an update. It also seems likely that this issued will also be discussed at the forthcoming Conservative Group meeting.

### **117/09-16 Minutes of previous meeting**

The minutes of the Orton Waterville Parish Council meeting held on 20 July 2016 and 17 August 2016 were unanimously agreed and **RESOLVED** as a correct record of the meeting and signed by the Chairman.

### **118/09-16 Clerks update**

1. The charity bin near Church Drive Shops has now been removed and relocated at Ortongate.
2. Paul Cole, Speedwatch coordinator will be giving a presentation to the Parish Council on 17 November 2016 at 7:00pm to help deal with speeding issues within the parish.
3. There were no other updates.

119/09-16

**Correspondence received:**

1. **Local Residents** – Two complaints from residents regarding travellers had been received by the Clerk during the summer. These were noted.
2. **Norman Cross Area Road Safety Committee** – The committee meets several times a year and helps with road safety issues in any parish within Peterborough. Dates of the next meetings were noted should the Parish Council wish to attend at any point in the future.
3. **Peterborough City Council** – Notification of decision: Changes to the Parks, Trees and Open Spaces service within the Amey Contract following the 2015/16 budget JUL16/CMDN/41 was noted.
4. **Local Resident** – Speeding concerns on Church Drive, Orton Waterville were raised. It was agreed that this will be looked into further after the Speedwatch presentation on 17 November 2016.
5. **LCPAS** – New guidance on fly tipping was noted, however all incidents of flying tipping should be reported to Amey who will clear it away. As this is especially a problem in Orton Goldhay Councillor Aitken informed the meeting that she will carry out regular walks in this area to monitor the problem.
6. **LCPAS** – New planning guidance for protected sites was noted.
7. **Ministry of Justice** – Notification that the closure of St Mary the Virgin Churchyard, Orton Waterville will be completed in the next few months was noted.
8. **Richard Taylor, Police Support Volunteer** – New CCTV/ANPR van information will be presented to the Parish Council on 20 December 2016 at 7:00pm.
9. **Castor Parish Council** – A two hour top up councillor training session is being given by LCPAS. Mr Proudfoot will attend this.
10. **Groundwork East** - Tesco Bags of Help grants scheme was noted.
11. **Peterborough and District Angling Association** – Dog fouling concerns alongside river Nene footpaths have been received by the Clerk. Ms Howell agreed to look at the area and report back to the parish council for any actions to be agreed.

120/09-16

**Leisure and Amenities working party**

1. Feedback from the recent meeting was circulated and the following actions/decisions were made:
  - a) **Blight on allotments** – Several cases of potato and tomato blight on the Cherry Orton Road site had been reported to the working party. Tenants asked if in such cases, bonfires could be lit to dispose of the diseased plants because this is the most effective method (although there are alternatives. It was **RESOLVED** that in such cases, the tenant must inform the Clerk that they have diseased plants and ask for permissions to have a ‘one of fire’ to dispose of the plants. The Clerk will inform other tenants of when the fire is taking place. Prior to the bonfire, the diseased plants must be kept bagged up to prevent further spread of the disease and all bonfire rules as outlined in the Tenancy Agreement must be adhered to.
  - b) **Allotments noticeboard** – The working party informed the meeting that tenants would like a noticeboard on the site to allow them to leave allotment related information for each other. The Clerk could also use the board for notices rather than attach them to the gates. It was **RESOLVED** that the Clerk will purchase suitable noticeboards for the Gostwick and Cherry Orton Road allotment sites.
  - c) **Allotment shed** – The working party informed the meeting that a tenant had complained to the Clerk that a large branch had fallen off a tree adjacent to the plot and knocked down bushes around the area resulting in obstructed access to the shed and damage to the shed roof. A written request has now been received by the Parish Council from the tenant asking them to replace her damaged shed and that she also had to buy new tools because she could not open the shed door. The branch and bushes from the shed roof have now been cleared by the parish council maintenance contractor who informed the Clerk that he was able to repair the shed roof with new felt. The Clerk circulated pictures of the shed showing the full condition of the shed and the clear area around it. It was also noted that the tenant had not informed the Parish Council that she was unable to access her shed to her tools. It was **RESOLVED** that the Parish Council will pay for the repair of the shed only and the maintenance contractor will carry out the works.
  - d) **Assets of Community Value** – The working party suggested that the Parish Council should register their interest with the City Council that Matley Community Centre, Wistow Community centre and Gostwick field are Assets of Community Value. This means that if the City Council decided to dispose of them, the Parish Council would be informed and hopefully given the opportunity to acquire them. It was **RESOLVED** that the Clerk find out how this is done.
  - e) **Parish walkabouts** – In previous years, Parish Councillors joined the City Councillors on their ward walks around the Ortons to look and identify any issues which had not been reported to them and required attention. As these were very useful, it was suggested by the working party that these should take place again just by the Parish Council. It was agreed that these would be useful but should take place in the spring when the evenings are light again.
  - f) **Environmental working party proposal** – This was suggested because many issues discussed during the Leisure and Amenities meeting fell into this category. Prior to the meeting, Mr

Proudfoot circulated some project ideas for the Parish which included regeneration of The Gannocks play area and surrounding land, improvements to Debdale and Cherry Orton Road ponds, and wildflower meadows around the parish. It was agreed that to deal with such specific issues and any potential projects that a specific group dedicated to this was the best option. See agenda item 121/09-16.

**2. Improvements to The Gannocks play area** – A small number of local residents attended the meeting and showed photographs of the types of play equipment which they would like to see added to the play area (mainly wooden). It was suggested that the natural landscape could be used to influence the type of play equipment erected. It was agreed that everyone would try and obtain some costings for the new equipment before progressing further and putting together a proposal for the Parish Council. It was also noted that other play area improvements need to be taken account especially Peanut Park and Pennington where old equipment has been removed by Peterborough City Council and not been replaced. Mr Proudfoot suggested that there should be review of all the sites and to take the opportunity of free consultations which play equipment companies offer to give some improvement ideas. It was agreed that Mr Proudfoot takes this forward.

**121/09-16 Environmental working party**

1. The benefits of an Environmental working party had already been discussed earlier under agenda item 120/09-16 g, therefore the following motion was proposed by Mr Airey and Seconded by Ms Howell, *‘To receive and agree request to set up an Environmental working party with the aim to consider and propose improvements and projects to the Parish Council which will benefit and improve the local area for residents’*

**RESOLVED as stated above. Mr Proudfoot, Ms Howell and Mr Airey will form this working party.**

2. Prior to the meeting, Mr Proudfoot circulated some environmental project ideas for the Parish. Regeneration of The Gannocks play area and surrounding land, improvements to Debdale and Cherry Orton Road ponds and wildflower meadows around the parish. He has already been in contact with Rachel Price from the Wildlife Trust who indicated that they would like to enhance the Debdale pond area particularly as there have been records in the past of Great Crested newts. It was agreed by everyone that the working party should take these ideas forward and present project ideas for the Parish Council to consider funding.

**122/09-16 Parish Council trees at The Gannocks play area**

The Clerk informed the meeting that she had received two complaints from residents whose gardens are being affected by Parish Councils trees growing in The Gannocks. Mrs Goode has already been to see one of the residents and has seen evidence of tree roots disturbing her lawn. It was agreed that the Clerk requests a new tree survey and that it should take into account the complaints received when making recommendations for any tree works.

**123/09-16 Skate Park at Nene Park Trust**

The following motion was received and proposed, *‘To confirm that the location of the Parish Council skate park will be at Ferry Meadows Country Park subject to the agreement of the board of Trustees of The Nene Park Trust’*. To clarify this motion, Mrs Farnham reminded the meeting that she had spoken with local children at Ormiston Bushfield Academy regarding the location of the skate park and that they would prefer it to be located at Ferry Meadows Country Park as opposed to anywhere else within the Ortons. An article has also previously been placed in ‘The Oracle’ with Gostwick being a proposed location but this received negative feedback from the public. The meeting was also reminded that this issue has been going on for the last two years and has been minuted to make the public aware of the Parish Councils intentions to spend £70,000 on a skate park; however it was suggested that funding should be sought to reduce the Parish Council contribution. Therefore Mrs Sandles counter-proposed the following motion, seconded by Ms Howell and it was **RESOLVED** that, *‘The location of the Parish Council Skate Park will be at Ferry Meadows Country Park subject to the agreement of the board of Trustees of The Nene Park Trust and subject to a public consultation to be carried out via Mr Aireys survey’*.

**124/09-16 The Co-operative noticeboard**

The Clerk circulated a picture of a free-standing notice for joint use by Parish Council and the Cooperative Food Store in Ortongate. It was **RESOLVED** that the noticeboard was suitable and should be purchased by the Clerk at a cost of £99.99 + vat.

**125/09-16 Parish Council Liaison**

Feedback from recent meeting will be given at the next meeting.

**126/09-16 Cemetery**

There were no matters of concern.

**127/09-16 Allotments**

1. Gostwick –

a) The Clerk reported that at a meeting which she and Mr Rouse attended with the Peterborough City Council property, they were provided with an update on the options being considered by the Council with regard to the land on and around which the parish allotments are located. The Council is yet to make a decision about the long term future of the land but is willing to extend for at least 12 months the current lease of the allotments. A new lease will be drawn up and issued to the Parish Council. The Council is committed to working with the Parish Council and if there are plans to develop part of the site that impacts on the current allotments the Council will fund the re-provision of new allotments on another part of the immediately adjacent land. As things stand at the moment, Gostwick tenants should have no concerns with next year's growing season.

b) There were no other matters of concern received.

2. Cherry Orton Road -

a) Improvement options to the access road provided by Mr Froggitt, the Community Volunteer were discussed. The access road is only used by allotment tenants and several residents which have a 'Right of Way' to reach their properties. It was **RESOLVED** that the same repair method as used several years ago would be sufficient and carried out by the Parish Council contractor. Road plainings will be purchased and used to fill in potholes. As before, excess plainings will be available should any of the residents want to fill in the potholes themselves if they re-appear.

b) A proposal was made by the Finance Working Party meeting, which had met prior to the Parish Council meeting that if allotment rents are to increase next year, a decision has to be made now because the Clerk must give tenants one year's notice of any rent increases as stipulated in the Allotment Tenancy Agreement. In view of the new maintenance contract which includes maintenance at the allotments, it was **RESOLVED that 'as from 1 October 2017, all allotment rents will increase by £1.00'**. The Clerk will inform tenants of this when she writes out for 2016/17 allotment rent. It was also agreed that the Clerk will inform tenants that they have allotment representatives on site to which they can report problems to.

3. Wyman Way – A suggestion was received for a hedge to be grown around the allotments to improve security and encourage more tenants. This is allowed on Common Land. It was agreed that the Clerk will contact the Woodland Trust to see what free hedge packs they have available and report back at the next meeting.

**128/09-16 Finance & Administration**

1. The following payments were authorised and **RESOLVED**:

Orton Waterville PCC	Grant for church roof alarm	£2000.00
Rialtas Business Solutions Ltd	Alpha Software Maintenance	£135.60*
Secure Fast Hosting Ltd	Google Professional email	£47.52*
Clerk's salary	Salary (Aug)	£1068.86
Clerk's reimbursements	Reimbursements (Aug)	£88.65
Cambridgeshire County Council	Superannuation (Aug) employer & employee contributions	£462.94
HM Revenue & Customs	Tax and NI (Aug)	£142.60
PKF Littlejohn LLP	External Auditor	£360.00*
R Harding & Son Landscaping	Cemetery/allotment maintenance August and September	£720.00
Clerk's salary	Salary (Sept)	£1086.86
Clerk's expenses	Reimbursements (Sept)	£50.85
Cambridgeshire County Council	Superannuation (Sept) employer & employee contributions	£462.94
HM Revenue & Customs	Tax and NI (Sept)	£142.60

\*Denotes VAT at 20%

2. Income received:

Cemetery	£2255.00
HSBC bank interest	£0.36
Coop bank interest	£2.21

3. Conclusion of Audit - The Notice of 'Conclusion of Audit' has been received from the External Auditor with their invoice. The notice and a copy of the Annual Return have already been displayed on the main Parish Notice board and website.

4. Honorarium for internal auditor – The honorarium for the Independent Internal Auditor was discussed and agreed.

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

5. The following motion to amend the Orton Waterville Parish Council Financial Regulations in respect of Electronic payments was proposed to comply with HSBC bank allowing the Clerk to make electronic payments:

a) *'That Clause 6.5.1 is added to as follows, 'Electronic payments to be drawn on the bank account in accordance with the schedule as presented to the council or committee, shall be approved in accordance with a resolution instructing that payment, as opposed to the required two signatories required for cheque payment, as stipulated in clause 6.4.'*

b) *'That Clause 6.6 is amended as follow, 'Cheques, orders for payment or electronic payments shall not normally be presented for signature or authorisation other than at a council meeting (including immediately before or after such a meeting). Any signatures or authorisations*

*obtained away from such meetings shall be reported to the council at the next convenient meeting'.*

**RESOLVED as stated above to amend the Orton Waterville Parish Council Financial Regulations.**

**129/09-16 Planning matters**

**1. Comments on new applications as follows:**

16/01444/HHFUL	Single storey rear extension at 4 Speyside Court, Orton Southgate, Peterborough PE2 6SN	No objection
16/01572/HHFUL	Single storey side extension to garage with pitch roof at 1 St Marys Drive, Orton Waterville, Peterborough PE2 5HG	No objection
16/01644/WCPP	Variation to condition 3 (limits of floorspace uses) of planning permission 16/00408/WCPP which varied 15/01672/WCPP which varied 13/0118/WCPP which varied 12/01334/WCPP which varied 09/01369/OUT at Land at Alwalton Hill East of the A1 and South of Fletton Parkway, Peterborough	No objection
16/01647/HHFUL	Replace bungalow roof with raised ridge line, addition of two dormer windows on east elevation to create two new bedrooms in loft space and single storey rear extension at 3 New Road, Orton Waterville, Peterborough PE2 5EJ	No objection
16/01706/TRE	89/00035/TPO. Oak tree – remove first lower branch at 3 Gleneagles, Orton Waterville, Peterborough PE2 5UZ	No objection
16/01175/FUL	Construction of an industrial unit, access road, parking, service area and landscaping at Land at Alwalton Hill East of the A1 and South of Fletton Parkway, Peterborough	No objection
16/01734/HHFUL	Proposed single storey rear extension at 57 Cherry Orton Road, Orton Waterville, Peterborough PE2 5EH	No objection
16/01643/WCPP	Variation of C3 (floorspace use) pursuant to planning permission 14/00072/OUT as varied by 15/01673/WCPP – Development of warehousing and distribution (B8) units with ancillary office space with a maximum total floorspace of 168,958 sq metres, together with access roads, parking, service areas, utility infrastructure, and landscaping at Land at Alwalton Hill East of the A1 and South of Fletton Parkway, Peterborough	No objection

**2. Decisions noted on previous applications:**

16/00699/FUL	Regeneration of the existing shopping centre including new A1 food retail unit, amalgamation of several existing retail units, removal of existing glazed canopies, new lightweight glazed retail 'pod' units, alterations to the west car park layout/landscaping and new drive-thru coffee and car servicing units at Ortongate Shopping Centre Bushfield Orton Goldhay Peterborough	Permitted
16/00773/FUL	Construction of two storey dwelling and creation of access at Land Adjacent To 555 Oundle Road Orton Waterville Peterborough PE2 5UX	Permitted
16/01169/CTR	Fell Sycamore tree to ground level at Land to rear of 22 Denmark Drive, Orton Waterville, Peterborough PE2 5HN	Permitted
16/01310/ADV	16/01310/ADV – 2 x externally illuminated fascia signs, 1x internally illuminated menu unit, 1 x externally illuminated flag sign, 2 x non illuminated directional signs and 1 x externally illuminated directional sign at The Granary, Ham Lane, Orton Waterville, Peterborough	Permitted
16/01336/ADV	11 x aluminium non-illuminated fascia signs and 1 x aluminium non-illuminated post sign on verge – re-submission (part retrospective) at Orton Meadows Golf Course, Ham Lane, Orton Waterville, Peterborough	Permitted
16/01337/HHFUL	Conservatory to the rear of the property – Part-retrospective at 6 Earlswood,	Permitted
16/01367/HHFUL	Single storey rear extension, front porch and rendering of property at 555 Oundle Road, Orton Waterville, Peterborough PE2 5UX	Permitted
16/01409/CTR	Epicormic removal of 6 Lime trees as per schedule at Cherry Orton Road, Orton Waterville, Peterborough – No objection	Permitted
16/01415/CTR	T1 Crown reduce front field maple by 30% (approx 10-11ft) and crown raise. T2 Prune maple behind to match and also crown raise. T3 Crown reduce plum in rear garden by 30% to create a tighter crown at 5 Mill Crescent, Orton Waterville, Peterborough PE2 5EL	Permitted

**3. Decisions from the Planning Committee hearing – none.**

**130/09-16 Maintenance matters**

None.

**131/09-16 Future agenda items and announcements**

- Mr Rouse has been attending Chairman training and has learnt that to ensure meetings run smoothly and that Councillors can always be heard when speaking, any person wishing to

speak should always put their hand up to ask for permission first. The Chairman notes this and allows everyone a turn. Although this is not generally a problem, it was agreed to trial this at the next meeting.

- Ms Howell informed the meeting that she is now the Neighbourhood Watch Administrator for Peterborough.
- The Clerk is to inform Peterborough City Council that Mr Paul Froggitt will be the Parish Councils representative on the soon to be set up Devolution working party.

**132/09-16**      **Date of next meeting - Wednesday 19 October 2016**

There being no further business, the meeting closed at 9:42 pm.