

Minutes of a Meeting of the Parish Council
held in the Village Hall, Glebe Avenue, Orton Waterville on
Wednesday, 17 March 2010.

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

Members of the Public – one PCSOs – none Ward Councillors – none

1. APOLOGIES FOR ABSENCE – Apologies were received from Cllr Mrs Sue Allen.
2. DECLARATION OF INTERESTS –
 - Item 10(a) – Mr P Froggitt (allotment tenant)
 - Item 10(c) – Mr M Rowett (allotment tenant)
 - Item 6 (j) - Mr M Chambers (bell ringer at the church)
 - Item 11(a) – Mrs J Farnham (governor of St John’s School)
3. LOCAL POLICING MATTERS – PCSO Amanda Butler had reported at the Annual Parish Meeting which preceded the Parish Council meeting. She left written reports of two evictions with the Parish Clerk.
4. REPORTS FROM WARD COUNCILLORS – There were no ward councillors present.
5. MINUTES OF THE MEETING HELD ON 17 FEBRUARY 2010 – Mrs Stokes requested that it be recorded in the minutes that she had proposed a motion at the last meeting, regarding the Gostwick allotments. This motion was not seconded and therefore had not been recorded. An additional sentence, therefore, under item 10c should read “Mrs Stokes proposed that letters be sent to allotment holders regarding poly tunnels.” Subject to this amendment Mr Stone proposed and Mrs Thornley seconded that the minutes be signed as a true and correct record. This was carried.
6. MATTERS ARISING FROM THE MINUTES
 - (a) Freedom of Information Act (minute 6a).

Mr Froggitt proposed that “The Parish Council adopts, as part of its governing procedures, the procedures as set out in the document entitled ‘Orton Waterville Parish Council – Standing Orders – March 2010’.” This was seconded by Mr Long and carried. Mr Long also noted the suspension of standing orders in Clause 5a xxiii which may from time to time be practicable.

Mr Froggitt also proposed that “The Parish Council adopts, as part of its governing procedures, the procedures as set out in the document entitled ‘Orton Waterville Parish Council – Financial Regulations – March 2010’.” This was seconded by Mr Long and carried.

Mr Froggitt also proposed that “The Parish Council adopts, as part of its governing procedures, the procedures as set out in the document entitled ‘Orton Waterville Parish Council – Grievance and Disciplinary Procedures – March 2010’.” This was seconded by Mr Hammerton and carried.
 - (b) Barrier Replacement (minute 6b).

Following a reply from Cllr William Trueman, the Chairman instructed the Clerk to contact the Travel Choice team who have responsibility for Cycle Ways. The Sustainable Travel Officer confirmed that the location in question would require three bollards to be installed which would effectively slow down cyclists but vastly improve access for all legitimate users. He hoped that the work could be completed in April from next year’s budget. This was noted. It was agreed to confirm the Parish Council’s support for this project.
 - (c) Village Sign (minute 6c).

A quotation of £910 was received from Bowmans for repairing the Village Sign. This was lower than the previous quotation from J Lucas which was £1,978. It was agreed to accept the quotation from Bowmans as the lowest tender on condition that, should any further damage occur while they are working on it, they would accept responsibility. This was proposed by Mr Froggitt, seconded by Mr Smith and carried.
 - (d) Insurance (minute 6d).

The Insurance Company does not have a category for Cemeteries but it does have categories for Street Furniture, Fences and Gates, Outside Equipment and Other Surfaces, so it was agreed to try to obtain a breakdown of costs from the Contractor, Maypine Construction Ltd.

- (e) Bus Shelter (*minute 6f*).
The bus shelter has been repaired. This was noted.
- (f) The Windmill (*minute 7c*).
Following an investigation by the Planning Enforcement Officer, a Stop Notice has been placed on further work at the Windmill. This was noted.
- (g) Digital Vault (*minute 11c*).
In attempting to buy in to the digital vault system on the internet, it was discovered that a debit card was required to guarantee the account. Since the Parish Council's bank account does not have a card, it was not possible to complete the transaction. Mr Froggitt offered to let his own personal card be used as a back-up guarantee. This was agreed.
- (h) Grit/Salt Bins (*minute 13a*).
It was agreed to request two more salt/grit bins for next winter; one for Chisenhale and one for Debdale.
- (i) Neighbourhood Council Planning Meeting (*minute 14*).
Mrs Stokes and Mrs Thornley attended the above meeting. They took part in the discussions on Environment and Safety. The next Neighbourhood Council meeting will be on 30 March. This was noted.
- (j) Churchyard Maintenance (*minute 10a*).
Mr Hammerton proposed that "The Parish Council continues to pay for the maintenance of the churchyard and continues to claim from the City Council, through the Precept, the 75% allowed for expenditure on parish burial grounds". This was seconded by Mr Smith and carried.

7. CORRESPONDENCE RECEIVED

- (a) Seat in Memory of Jean Barker – Notice was received from the City Council's Community Engagement Officer that the bench on the Gannocks Play Area had been removed. On a Health & Safety inspection, the Playground Maintenance Supervisor noticed that the seat had been severely vandalised and had removed it, but had kept the plaque in memory of former councillor Jean Barker. Mrs Thornley proposed and Mr Smith seconded that a metal seat should be added to the cemetery contract and covered by the contingency that was allowed. This was carried. It was agreed to request the return of the plaque.
- (b) Allotments – A letter was received from a resident complaining about the view from her window across the allotments. She asked for the rules to be changed so that allotment holders were limited in what structures they could have on their allotments. It was agreed that when the rules came up for review, her comments would be considered.
- (c) Training Courses – Notice of a 2-day training course for Clerks, at a cost of £160, was received from SLCC. Mr Smith proposed and Mrs Farnham seconded that the Parish Council bear this cost. It was carried with one abstention. The venue for the training course on Allotment Management was changed by CALC but the Clerk did not receive notification of the change of venue. The Parish Council agreed to pay the travelling expenses but would like to see proof that the email changing the venue was actually sent.
- (d) Health & Safety – An email was received from Safety Management Services regarding Health & Safety at the new Cemetery. As we are still awaiting a reply from the City Council about this, the matter was deferred to the next meeting.

8. BURIAL GROUND

- (a) Quotations from Bereavement Services, for the contracting out of some of the responsibilities, has not yet been received.
- (b) The Chairman and the Clerk were present at the opening of the Tender documents. Three tenders were received:

Landplan Contracting Ltd	£25,453.00
Peterborough Tree Services	£29,830.03
Beebys Landscaping Ltd	£19,778.00

Subject to availability of funds and agreement to an acceptable start and completion date, the Architect's recommendation was to accept the tender from Beebys Landscaping Ltd, subject to checking of plant lists. Mr Long proposed and Mr Froggitt seconded that the Architect's recommendation be accepted. This was carried.

- (c) Whilst discussing the boundary hedge, it was suggested that the hedge could be continued along past the cemetery to screen the railings of the Windmill. Mr Chambers proposed that the extra hedging should come out of the sum set aside for contingency along with the metal memorial seat. This was seconded by Mrs Stokes and carried.
- (d) The wording for a Clause 7.3 was deferred to the next meeting.

9. STORAGE SHEDS

The demolition is now complete with a car parking area and space for more allotments. The electricity has been taken off site but is still connected to an outhouse at 48 Cherry Orton Road. Eon are still having difficulty in gaining access to complete the removal of the electricity supply. The Contractor is endeavouring to make contact with the owner of the house, which is currently empty.

A letter was received from the former tenant of the storage unit who is also an allotment holder. He claimed that he had overpaid one month's rent on the storage unit and was, therefore, requesting that the Parish Council should deduct his rent for the allotments from the money owing to him. This was agreed.

10. ALLOTMENTS

- (a) Wyman Way – The allotment site has been tidied up. A more permanent programme of work for this site is to be discussed at the next meeting.
- (b) Cherry Orton Road – A quotation was received from Bradley (fencing) for £1,160 to divide the new area into 9 allotments, or £870 to divide the new area into 7 allotments. Since the length of the allotments would be shorter than the other allotments, Mr Long proposed that the quote for 7 allotments should be accepted so that the extra width would compensate for the loss of length. This was seconded by Mrs Farnham and carried.
- (c) Gostwick – A quotation of £325.00 was received from Bradley (fencing) to repair the broken boundary fence at the allotments. Mrs Farnham proposed and Mrs Thornley seconded that the quotation be accepted. It was carried. Following a complaint by an allotment holder, Mr Rowett had corrected the dip by the entrance gate by re-positioning the gravel. This was noted.

11. FINANCE AND ADMINISTRATION

- (a) The following payments were authorised

St John's Church School (for Flagship Project)	£1,000.00
PDG Architects (interim fee for preparing tenders)	£1,725.75
CALC (for new Standing Orders)	£75.00
RBS Software Solutions (for Cemetery software)	£1,277.81
HM Revenue & Customs (Tax and NIC)	£101.10
Clerk's Salary (for March)	£395.20
Expenses	£116.98
Beebys Landscaping (clearing of Wyman Way site)	£581.63
L Garfield (repair to bus shelter)	£883.60
- (b) Income received to date

Bank Interest	£0.85
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Following receipt of the tenders for the completion of the cemetery, it was agreed that there was enough money in the reserves to invest some into the community. Ideas will be discussed at the next meeting.

- (c) BT Digital Vault – This system could not be paid for on-line because the Parish Council does not have a Card to guarantee its bank account. Mr Froggitt agreed to use his personal Credit Card to guarantee the Parish Council's bank account. This was noted.

12. PLANNING MATTERS

- (a) New applications since last month

10/00016/FUL	Change of use at unit 21 Manasty Road	No objection
10/00018/FUL	Security fencing at 19-24 Manasty Road	No objection
10/00269/LBC	Extension at 36 Cherry Orton Road	No objection

(b) Decisions on previous applications

09/01456/FUL	Building for post-school activities at St John's School	Granted
09/01516/FUL	Rear conservatory at 52 Ledham, Orton Brimbles	Granted
09/01205/FUL	Extension at 58 Cherry Orton Road	Refused*

* This proposed 2 storey residential annexe was refused on the grounds that its size is excessive and overly dominant. It is unsympathetic and fails to harmonise with the existing character of the Listed Building.

(c) Applications referred to Planning and Environmental Protection Committee

09/01384/FUL	Construction of 50 bed care home at Matley	See below*
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* This application is being recommended for approval by the planning officer for the reason that, although the proposed building is 3-storey, this additional height is not considered visually harmful to the character of the area due to 1) the significant separation distances between the proposed building and those surrounding, 2) the varying roof design, scale and siting of the building which sits comfortably on the site, 3) as the site sits alone, separated from surrounding sites by roads, landscaped areas, busways and footpaths.

It was noted that the application had been referred to committee by Ward Councillor Sue Allen and it was agreed to notify her of the Parish Council's support for her objection.

13. MAINTENANCE AND OTHER MATTERS – The following maintenance matters were raised:

- (a) The wall at 25 Cherry Orton Road has still not been repaired. It was agreed to follow this up with the Conservation Officer.
- (b) The middle light on the footpath from Gostwick to Matley (which runs between Everingham and Carradale) is out. It was agreed to notify the street lighting department.
- (c) A drain cover is missing from the drain in the footpath in front of 81 Rangefield. It was agreed to inform the Highways Authority.
- (d) A request was made for the shrubbery outside Nos. 77 and 78 Rangefield to be removed to create 2 more parking spaces. It was agreed to ask the Highways Authority if this could be done.
- (e) It was reported that fly tipping had occurred on the footpath between Benstead and Hinchcliffe. It was agreed to ask the street cleansing department to remove this.
- (f) A householder had dumped his cut down trees on the grass around the Electricity Compound near 10 Rangefield. It was agreed to ask the street cleansing department to remove this. (Subsequent to the meeting the Clerk was informed that this has now been removed.)

14. ANY OTHER BUSINESS – It was noted that at the next Parish Liaison Meeting an item regarding the Standing Orders will be on the agenda. It was agreed to put the 10 year plan of the Nene Park Trust on the next agenda.

There being no further business the meeting closed at 10.00 pm.