



Orton Longueville Parish Council



Clerk: Mrs. A. Brown, 46 Oakdale Avenue, Stanground, Peterborough, PE2 8TA

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Minutes of the Parish Council meeting held on Thursday 4th October 2018 at 7:30 pm in Herlington Community Centre, Herlington, Orton Malborne.

Members: 11 Quorum: 5 Public: 2 Orton Park Cricket Club (OPCC): 1

Present: Councillors Passero (Chair), Davis, J Bull, V Bull, Allin, Okonkowski, Airey, Howell, Casey and Mrs Brown (Clerk).

448.1 Apologies for absence

Apologies were received and accepted from Cllr Denman (personal).

448.2 Declaration of interests and dispensations

Cllrs Casey and Okonkowski – agenda item 447.23.

448.3 Parish Councillor vacancy

Two applications were received for the vacancy. Both candidates were asked questions by councillors. A ballot was carried out and with a majority result, Cllr Gavin Elsey was co-opted onto the Parish Council. Cllr Elsey duly signed his Declaration of Acceptance of Office and joined the Parish Council for the remainder of the meeting.

448.4 Public Forum

The following matters were raised by members of the public present:

- The manager of Winyates Primary School thanked the Parish Council for giving her the correct contacts to obtain a key for the bollard which she had raised at the previous meeting. She also stated that Dalrod had been to inspect the drains and were shocked at what they had found.
- A lamp post, still illuminated at night, has fallen over outside the Gloucester Centre; several lamps are out under the parkway at Orton Subway and a new lamp is on the ground, on the slip road near the Gordon Arms. Cllr Elsey agreed to deal with these issues.

Cllr J Bull asked if anyone knew whether the 'Your Peterborough' app was still working as these issues could have been reported using this method. It was suggested that the 'Fix my street' link is added to the Parish Council website. The Clerk agreed to try and do this.

448.5 Local Police matters

The Clerk reported that PCSO Upex and her colleagues were not able to attend the meeting as they were working on day shifts and that crime figures are still not available. PCSO Upex had also stated that thefts from motor vehicles were starting up again and that there had been a couple of burglaries in the area.

448.6 Minutes of previous meeting

The minutes of the meeting held on 6th September 2018 were unanimously agreed, RESOLVED and signed by the Chair as a true record.

448.7 Matters arising from the minutes of the previous meeting

1. 447.3 The Clerk reported that an official complaint against the property has been lodged by the Parish Council to the Enforcement team. Cllr J Bull asked if it can be clarified whether an application had ever been made to recategorise the property from class C3 to C4, or from C3 to C1. Anti-social behaviour is being investigated by the Enforcement team and PCSO's are patrolling the area.

2. 447.6.5 Paul Robertson (PCC) has told the Clerk that Jayne Jarvis (Amey) is in the process of obtaining a price to replace the piece of equipment at Leighton which was taken out.

3. 447.6.7 James Collingridge (PCC) has approved the new bin and has asked Amey to update him when it has been installed.

4. 447.8 James Collingridge (PCC) is looking into the matter of the untidy area outside 46-49 Winyates and whose responsibility it is to maintain it.

5. 447.6.9 Cllr Airey stated that he had been informed that the next tree survey in Orton Longueville is due in 2020 and not 2019 as previously stated. The correct survey date requires confirming.

6. 447.6.10 The road has been resurfaced. The posts are not part of the public highway and Simon Ireland from Highways has asked Peterborough City Council to reply directly to the Clerk.

7. 447.9 The Clerk reported that she had invited Jim Simpson to the meeting. Jim had attended prior to the meeting and gave the following report to the Clerk:

- A litter pick organised by himself and Cllr Irene Walsh is taking place on Saturday 13th October at 10 am at the Herlington Centre. Everyone is welcome to attend.
- Meet and Eat are still continuing on the last Tuesday of every month in the Jigsaw Centre, however in the last three months, no Ward Councillors have attended the event.
- Orton Local Action Group (OLAG) are trying to be establish the monthly meetings again. The meetings are being advertised locally and if anyone wishes to attend, they can contact Jim Simpson by email at: lord.james.simpson@gmail.com

8. 447.14.4 Cllr Allin stated that he had spoken again with Wildlife Officer James Fisher about a footpath around the pond. Apparently there has never been a plan of a footpath. Cllr Passero raised the concern that as there has been no footpath around the pond for the last 30 years or more. Cllr V Bull further stated that established wildlife will be lost and destroyed if the area is cleared for this purpose. Cllr J Bull stated that Peterborough City Council have listed the pond in their management plan as being 'reserved for green credentials'. The meeting confirmed that the Parish Council has at no point agreed to pursue the idea of a footpath around the pond. It was agreed that the Clerk contacts James Fisher to clarify the Parish Council's position on the matter.

447.14.4 Cllr J Bull reported that Clair George (PCC Prevention and Enforcement Manager) had informed her that 4 height barriers on the various access points, footpath/cycleway along with more bollards are being installed w/c 15th October as more robust measures against illegal traveller encampments. Cllr Airey stated that the bunds had been put in the wrong place as travellers have never been on that field.

448.8 Cricket Club

Cllr J Bull commended OPCC for the excellent work which they have done on the pavilion over the last 12 months.

The following items arose from the recent end of season ground walkabout:

1. A set of keys for the pavilion and gate have been given to the Clerk.
2. It was suggested that the Parish Council writes to owner of 5 Trienna as their fence had blown down during storm Doris last year and has not been repaired.
3. 13 access gates onto the cricket field were recorded. It was agreed that these residents are written to highlighting the health and safety issues of entering the ground from their properties which had come to light during the negotiating of the new lease. Cllr V Bull stated for the record that there is no legal entitlement for entry/right of way onto the field from any private property. 'Private land' and 'No trespassing' signs being erected was also considered as an option. Cllr J Bull agreed to draft the letter for consideration by the council at a later meeting.
4. Posts which mark the legal boundary behind the low green fence in the wooded area need marking to define that this is the legal boundary as stated on the deeds. It was suggested that the posts are painted white or concrete posts are erected as they will last longer. Cllr J Bull stated that an addendum should be added to the lease to state that these posts mark the legal boundary. A new high security fence to replace the low green fence was also discussed. This could be either a palisade or chain and link fence. It was agreed to obtain costs for all the different options to be able to make an informed decision as to whether this project is worth pursuing. Cllr V Bull agreed to obtain all the quotations by December 2018. The Clerk will provide Cllr V Bull with the gate keys.
5. An access gate from a private property (far left-hand corner) opens out into the open wooded ground between the low green fence and legal boundary. This area is trodden, and it appears that it is being used as an access point into the ground. It was agreed to put this item into abeyance.
6. A tree is down on the left-hand side of the boundary. Several other trees have a pink paint spot put on by the tree surveyor. It was agreed that OPCC invite the tree surveyor back to look at these trees again.
7. A property on the left-hand side of the boundary has no fence however the hedge line has gaps, approx. 3m wide. It was suggested that laurel is planted on the side of the cricket ground to fill in the gaps. It was agreed that Cllr Airey finds out how many plants are required and where to obtain them from.
8. A building fire risk assessment is required. Cllr V Bull, (as an individual and not a Parish Councillor), offered to help OPCC draw one up.
9. Maintenance records should be kept and be available for inspection for the following:
 - Emergency light testing
 - PAT testing
 - Fire extinguishers servicing
 - Smoke alarm testing
 - Electrical testing
10. Emergency exit doors in pavilion should have a light on the outside. It was stated that OPCC should speak with the electrician who carried out the electrical works at the pavilion and inform him that currently they do not comply with regulations and need rectifying.
11. The entrance bridge into the ground entrance requires attention. Cllr J Bull confirmed that this belongs to the Parish Council. It was agreed that repairs to the bridge walls should be discussed at the forthcoming Trustees meeting.
12. Asbestos sheets need removing ASAP by a specialist company. This will be discussed at the next Trustees meeting.
13. The grand opening of the pavilion was discussed. It was suggested that the Marquis of Huntly could open the pavilion and unveil a commemorative plaque. It was agreed that a date for the grand opening should be set at the next Trustees meeting. Cllr J Bull agreed to send an invite to the Marquis of Huntly.
14. OPCC stated that the pavilion alarm system has been purchased and will soon be installed. It is not thought that the system will be monitored.
15. The new windows have been installed.
16. OPCC are in the process of registering the completed lease with Land Registry.
17. OPCC stated that the only job left at the ground is to put the wicket to bed.

- 448.9 Bulky waste**
The next collection is on Saturday 1st December 2018, 10 am – 12 pm, in the Herlington car park.
- 448.10 Noticeboards within the Parish**
It was agreed to put this item into abeyance until the next meeting.
- 448.11 Speedwatch**
It was agreed to put this item into abeyance until March 2019 due to the lack of volunteers coming forward.
- 448.12 Litter Innovation Fund: grants available for innovative community projects**
Prior to the meeting, the Clerk had circulated the expression of interest which Cllrs Denman, Airey and Casey had written for the grant application. It was agreed that the Clerk applies for the grant and submits the expression of interest.
- 448.13 Churchyard tree survey**
The survey has been received and it was agreed that the Clerk will obtain quotations for the works stated in the report.
- 448.14 Parish Council meeting start time**
Cllr Passero proposed that Parish Council meetings start at the earlier time of 7 pm as recently they have been finishing very late. It was RESOLVED that future meetings will start at 7 pm.
- 448.15 CAPALC General Data Protection Regulations Membership Scheme**
CAPALC are offering a GDPR Membership Scheme which will provide support for member councils in preparing and handling a potential breach under the GDPR legislation. Whilst the government gave some leeway on a mandatory requirement for councils to appoint a Data Protection Officer, that only applies until there is a breach and the full force of the GDPR legislation comes into effect. Joining the scheme helps reduce the risk of substantial future costs in the event of a breach. On-going support is provided via their consultancy and customer service resources for CAPALC and its members, including pre-populated templates, guidance, awareness training and policies. It was RESOLVED to join the scheme at a cost of £50 per annum.
- 448.16 Shared printing with Orton Waterville Parish Council**
The Clerk reported that she has had to purchase a new printer for Orton Waterville Parish Council and asked if the Parish Council would consider contributing to the purchase as the printer is shared. The cost of the new printer was £239. It was RESOLVED to contribute £50% towards the cost of the printer.
- 448.17 Environmental Issues**
None.
- 448.18 Reports from representatives on outside bodies**
1. Cross Keys Homes - Cllrs Okonkowski and Passero attended the recent Cross Keys Homes meeting. Cllr Okonkowski reported that the southern and western areas each have £50,000 allocated for projects. This money will be used to upgrade public areas. There are currently no projects within the parish. Cross Keys Homes are trying to encourage residents to attend the meetings as they are needed to vote on decisions. Different times of the day for meetings are being tried and they are also being advertised on the City Council website and in the Orton Oracle. They also want to start the walkabouts again. Cllr J Bull asked how responsive Cross Keys Homes are in removing fly tip as it is meant to be collected within 28 days and they do not adhere to this. Cross Keys Home AGM is on Wednesday 10th October at 6.30 pm at their offices in Shrewsbury Avenue.

2. Customer Planning Forum- Cllr Allin reported that he had attended the forum however he was not impressed with the format as he could not hear the speakers.

448.19 Peterborough City Council meetings

15th Oct @ 10.00 am Extraordinary Meeting, Cabinet
 16th Oct @ 1.30 pm Planning and Environmental Protection Committee
 17th Oct @ 7.00 pm Council
 18th Oct @ 7.00 pm MOVED - Licensing Committee
 1st Nov @ 7.00 pm Children and Education Scrutiny Committee

It was agreed to remove this item from future meetings as councillors already receive this information prior to the meeting.

448.20 Finance

1. The following payments were authorised:

Mrs A Brown	Clerk's salary September 18	£296.90
Mrs A Brown	Expenses (stamps, copier paper, use of home as office September 18 and mileage allowance)	£36.61
HMRC	PAYE Clerk September 18	£74.20
Herlington Community Association	Room hire October 18	£11.10
R Harding & Son Landscaping	Holy Trinity maintenance Sept 18	£367.50
Orton Oracle	Fruit trees article	£16.00
PKF Littlejohn LLP	External Auditor fee	£240.00
Terrells LLP Solicitors	Final invoice for lease	£700.00
Peterborough City Council	Parish recreation grounds maintenance	£4441.20
2 nd Nene Scouts	Grant S137 LGA 1972	£500.00
TOTAL		£6,683.51

2. Income received:

Peterborough City Council: precept 2 nd instalment	£19352.20
OPCC annual ground rent	£150.00
OPCC pavilion contents insurance reimbursement	£282.24
Bank interest	£16.95

3. The end of month accounts were noted.

4. The Notice of 'Conclusion of Audit' has been received from the External Auditor with their invoice. The external Auditor's comment was noted. The notice and a copy of the Annual Return have been displayed on the Parish Council website.

5. Business Deposit account closure notification – The Clerk reported that she had received notification from the co-operative bank that they will be closing the Business Deposit Account on 20 November 2018 as no deposits have been made in the last 12 months. This account holds £54247.64. As there is no need for a second bank account, it was RESOLVED to close the Business Deposit Account and transfer the money to the Community Account.

448.21 Correspondence received and noted

1. CAPALC September bulletin.
2. CAPALC Finance training courses October 2018.
3. CAPALC AGM reminder 11th October 2018.
4. Funding to help isolated people - Dept for Digital, Culture, Media and Sport
5. Peterborough City Council: Revised Community Infrastructure Levy (CIL) Regulation 123 List implementation.
6. Health Scrutiny Committee Co-opted Member Feedback.
7. Health Marketplace Thursday 11th October 2018, 2 pm – 4 pm, Allama Iqbal Centre. Free event to obtain information on range of services and help to get fit and healthy. Aimed at all ages.

8. Wednesday PHAB Club Peterborough: Volunteers needed to help with Social club for adults.
9. Black History Month October activities.
10. Peterborough City Council: Vision for Reading/Reading Buddies
<https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions/a-vision-for-reading-in-peterborough/>
11. New Horizons conference 'Managing the challenges beyond money' 13th November 2018, 9.30 am – 4 pm, Burgess Hall, St Ives.
12. Disability Peterborough: Focus Group questionnaire:
<https://www.disabilitypeterborough.org/survey/> and Peterborough Wheelchair User Group: <https://www.surveymonkey.co.uk/r/DPFVPWheelchairSurvey2018>
13. Cambridgeshire Police: Little Book of Big Scams:
<https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/met/fraud/the-little-book-of-big-scams.pdf>
14. COMPAS Gala event: 26th October 2018 at 8 pm. Tickers £20 including buffet
15. Autumn Fayre: Fund raising for a sheltered housing complex. Saturday 10th October 2018, 2 pm at Clifton Court, Bradegate Drive, Peterborough.
16. Stronger for Longer' strength and balance campaign toolkit.
17. Friends against scams online learning:
<https://www.friendsagainstscams.org.uk/elearning/Cambridgeshire>
18. Peterborough City Council: Planning Customer Forum 3rd October 2018.
19. Parish Council Liaison: Presentations from recent meeting held.
20. Peterborough Parish Conference Thursday 15th November 2018.

It was agreed that in the future, only correspondence relevant to the Parish Council will be listed on the agenda and minutes.

448.22 For Information

1. The 2nd Nene Scouts have obtained the required match funding for their project as requested by the Parish Council under agenda item 445.7. They will now receive their grant award of £500.00 awarded from the Parish Council.
2. Cllr Casey gave his apologies for the next meeting.

448.23 Planning matters

Cllrs Casey and Okonkowski left the room for this agenda item.

18/01373/HHFUL	Erection of 1.8-metre-high fence with trellis on the top to the side and front of the property (part-retrospective) at 506 Oundle Road, Orton Longueville, Peterborough	No observations
18/01496/HHFUL	Two storey side extension at 23 Gretton Close, Orton Longueville, Peterborough	No observations
18/01512/HHFUL	Removal of conservatory and erection of two storey rear extension at 26 Lansdowne Walk, Woodston, Peterborough	No observations
18/01592/WCPP	Removal of condition C3 of 13/00266/HHFUL to allow the annex to be let Monday to Friday at 9 Moggswell Lane, Orton Longueville, Peterborough	No observations
18/01615/CTR	Tree works: 3 No. Cypress - Fell. 1 No. Cherry - Fell all in rear garden at 1 Church View, The Village, Orton Longueville	No observations
18/01631/CTR	Remove Hazel (ID# 8) - Coppice smaller multi stem tree down to 0.5m.	No observations

	<p>Prune Hazel (ID# 9) - Laterally reduce crown by 2-3m over garden and thin remaining crown by the removal of all suckering growth from the crown. Dismantle the large Pine group (ID# 6) located at the rear of left parking area and make space to plant Field Maple.</p> <p>Remove Cherry group (ID# 7) - Remove 30% of smaller trees along boundary to thin group and allow for better crown development. Larger trees will be reduced in 2-3 seasons at Longueville Court, The Village, Orton Longueville</p>	
18/01640/TRE	Works to 2 no. Oak trees (T5 and T6) of TPO 06/1981 at 4 Moggswell Lane, Orton Longueville, Peterborough	No observations
18/01647/CTR	T1 Acacia - Remove branch over path back to small branch 4 mtrs from stem. T2 Juniper – Fell, at The Orchard, 9 The Village, Orton Longueville	No observations
18/01699/HHFUL	Single storey front extension, garage conversion and first floor side extension at 2 Royle Close, Orton Longueville, Peterborough	Comment to be submitted to PCC: It should be ensured that the applicant only removes the conifer as stated on the plan and no other trees.

448.24 Date of next meeting
7.00 pm, Thursday 1st November 2018.