

Orton Longueville Parish Council



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Chair Councillor J. Bull

1. Minutes of the parish council meeting held on Thursday 9th February 2023 at 19.00 in the Goldhay Centre, Orton Goldhay

Members: 11 Quorum :4 Public: 2 OPCC 0

Present: Councillors N Penniall (Chair), J. Armstrong, N Boyce (Vice Chair), D. Brennan, R. Bulkeley, H. Skibsted.

Two residents of Yarwell Close were in attendance and referred to large trees at the rear of their garden that, in their opinion, required reducing in size, We asked the clerk to refer the matter to our contractor Richard Harding to inspect the trees and give us his advice on pollarding or other size reduction measures.

497.1 Apologies for Absence – None.

497.2 Declarations of Interest and Dispensations – Cllr Penniall declared a potential interest in the agenda item 497.7 b relating to hedgehog houses.

497.3 Minutes of Previous meetings. We unanimously **RESOLVED** to approve the minutes of the meeting held on 19th January, to be signed by the chairman.

Proposed Cllr. N Boyce Seconded Cllr. D Brennan

497.4 Matters arising from approved minutes (not covered elsewhere on the agenda) – None.

497.5 Cricket Club – In the absence of anyone from the cricket club we deferred further consideration to the March agenda and asked that a cricket club representative be invited to attend that meeting.

497.6 Area Maintenance - Cllr. Brennan reported that he had contacted a possible contractor who had been asked to provide an itemised quotation area by area and when received be brought back to a future meeting of the parish council for further consideration.

497.7 Environmental Issues.

- a. **Tree pollarding / inspection Oakleigh Park –** as discussed in open forum at the start of the meeting we asked the Clerk to ask Richard Harding Landscapes to inspect the trees on the park and provide his professional advice / opinion on any action required.

- b. **Funding Hedgehog house for use by householders** – We considered the request of an individual Householder. Cllr. Penniall as Joint trustee of a Hedgehog charity, provided advice on the relative merits, and proper use, of cheaper and more expensive houses. We were advised that our grant aiding powers were limited to the wider community rather than individual household. We **RESOLVED** to offer a grant of £350 to the charity “Peterborough Hedgehog Hotel” to purchase 5 good quality hedgehog houses and to determine appropriate locations.

Proposed Cllr Boyce Seconded Cllr. Bulkeley.

We asked the Clerk to advise the Householder making the request to contact that charity direct.

- c. **Parish Council Climate Conference** – Cllr Skibsted reported that the intention was that this parish council’s achievements would be highlighted in a video to be presented at the conference and that councillors and a former councillor would be interviewed and filmed in the production of the video.

497.8 New Parish Notice Boards. The supplier had confirmed that payment had been made in full and that the boards were ready to be despatched. We requested the Clerk to ask Richard Harding if he would take delivery of the two boards and provide a quote for installing these in place of existing notice boards at Herlington and Oakleigh Drive.

497.9 Reports from representatives of outside bodies.

- a. Cllr. Boyce attended the rearranged annual general meeting of CAPALC and reported that it was the shortest meeting ever and that the proposed increase in affiliation fees for the coming year were approved.

497.10 Correspondence of Note (not covered elsewhere on the agenda)

- a. **Anglian Water support for vulnerable people** - We noted the email from Karen Berkley and agreed to publicise where possible the direct line number of Stacey Otter for residents to contact if they were struggling with water bills or services.
- b. **Email from City Councillor George Simons** seeking suggestions of grassed area which could be sown and cultivated as wildflower areas. Cllr. Penniall had identified some around Medewell and Cllr. Skibsted also had some areas in mind and would communicate these to Cllr. Simons.

497.11 Planning Matters – No new applications to consider since our previous meeting.

497.12 Governance Matters -

- a. **External Audit** – We were informed that the external auditors, PKF Littlejohn had concluded the annual audit and had reported, entirely as expected, requiring the parish council to restate the 2021/22 figures when submitting the Annual Governance & Accountability Return for the current financial year. The Clerk also reported that the statutory notice of conclusion of audit had been published on the website.
- b. **Internal Audit** – The Clerk reported a conversation with Mark Hazlehurst and explained he could not attend this meeting. He has moved to Cheshire. He had indicated that he would make some written observations, but these had not been received before this meeting. For our part the matter is closed following the conclusion of audit unless Mr Hazlehurst contacts the clerk again.

- c. **Banking arrangements** – The Clerk informed us that having obtained a sample signature from all proposed signatories, all documentation required by Unity Trust bank had been completed and posted, tracked, and guaranteed next day delivery.
- d. **Parish Council Laptop** – The Clerk reported that despite repeated emails and phone calls HP had still not put in place satisfactory arrangements for a repair under warranty. A replacement laptop had been purchased as approved at our previous meeting. We **RESOLVED** to approve the purchase of a lifetime licence for Microsoft Office Standard 2021 from Tekgia at a cost of £169.20.

Proposed Cllr. N Penniall Seconded Cllr. D Brennan

- e. **Accounting System** – The Clerk reported that the agreed conversion to a receipts and payments system had taken place the day before this meeting and that he now had the task of bringing the accounts up to date.
- f. **Website and Email addresses.** The Clerk informed us that NetWise had been informed of the decision taken at the previous meeting but no further action yet taken as priority had been given to banking and accounting issues.
- g. **Payments made by the Interim Clerk** - We received a list of payments made up to the date that the agenda had been drafted and published

497.13 Exclusion of Press and Public – we **RESOLVED** to exclude the Press and Public as permitted under paragraph 1 section 2 of the public Bodies (admission to Meetings) Act 1960 by reason of the confidential nature of the business to be transacted.

Proposed Cllr. Penniall Seconded Cllr. Boyce

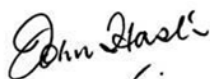
497.14 Clerk Vacancy – We considered applications from 6 candidates and scored their written applications against the person specification in the recruitment pack sent to all those who had indicated an interest. We instructed the Clerk to arrange interviews on Thursday 23rd February for two of those applicants. The interview panel to comprise the chairman and Vice Chairman together with Cllr Armstrong and the interim Clerk. The panel to have delegated powers to make an appointment if considered appropriate to do so.

Proposed Cllr. D Brennan Seconded Cllr. R Bulkeley

497.15 Re-Admittance of Press and Public – As procedure required, we unanimously **RESOLVED** to re-admit the press and public for the remainder of the business to be transacted and noted that there were none to re-admit.

Proposed Cllr. Penniall Seconded Cllr. Boyce

497.16 Date of the next meeting – 9th March 2023 at 7pm The Goldhay centre, 105 Paynels, Orton Goldhay Peterborough PE2 5QP



Interim Clerk & Responsible Financial Officer
12th February 2023