



## Orton Longueville Parish Council



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Chair Councillor J. Bull

**Minutes of the parish council meeting held on Thursday 9<sup>th</sup> March 2023 at 19.00 in the Goldhay Centre, Orton Goldhay**

**Members: 11          Quorum :4          Public: 0          OPCC 0**

**Present: Councillors N Penniall (Chair), J. Armstrong, R. Bulkeley, H. Skibsted.**

**498.1 Apologies for Absence** – Cllr. N Boyce sent apologies as away from Peterborough and Cllr. Brennan sent apologies because of work commitments.

**498.2 Declarations of Interest and Dispensations** – Cllr Penniall declared an interest in the matters arising from the minutes relating to Hedgehog Hotel Charity funding.

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

**Proposed Cllr. N Penniall Seconded Cllr. H. Skibsted**

**498.4 Matters arising from approved minutes** (not covered elsewhere on the agenda) – The Clerk reported that he needed the bank details of the Hedgehog Hotel Charity and when the grant is paid will inform the interested resident of where to apply for a hedgehog shelter.

**498.5 Public Participation** – There were no members of the public present

### **498.6 Planning**

- a. **23/00065/HHFUL – 18 Wakerley Drive – Construction of Entrance Gate – Retrospective** – We considered all the documentation available on the city council Planning portal and noted that the Highway authority has no objection to make. For our part have no material planning observations to make, but noted the objections of neighbours.
- b. **23/00075/WCPP – Former Gloucester Centre – Variation of Condition 1 (approved plans and documents) pursuant to planning permission 22/00241/REM.** We again had access to all the information available on the planning portal and noting that construction has been completed have no material planning observations to make to the planning authority.

- c. **23/00173/DISCHG – former Gloucester Centre - Discharge of condition 9(external Material details** – We noted that parish council are not consulted on applications to Discharge conditions and noted the content of the application.
- d. **Planning applications decided since our previous meeting**
  - i. **Toll Bar House Shrewsbury Avenue** – 2 one bed flats – permitted 17<sup>th</sup> February.
  - ii. **8 Lidgate** – single storey side and rear extension – permitted 23<sup>rd</sup> February.
  - iii. **Former Gloucester Centre** – Discharge of Condition 3 – bat boxes – discharged 8<sup>th</sup> February.
  - iv. **Land adjoining 440 Oundle road** – erection of detached dwelling Refused 1<sup>st</sup> March.

#### 498.7 Community Matters

- a) **Area Maintenance** – In the absence of Cllr. Brennan, we deferred consideration of this matter to the April meeting.
- b) **Oakleigh Park** – The Clerk reported that Richard Harding had agreed to inspect the trees and advise on pollarding especially the tree overhanging a neighbour’s garden. We await a further report from Mr Harding.
- c) **New Parish Notice Boards** - The Clerk reported that the boards were scheduled for delivery earlier in the week and Richard Harding had agreed to take delivery pending installation.
- d) **Parish Council newsletter** – we considered the preferred date for publishing the next edition and agreed our preference for an edition at the beginning of June which could publicise the Botolph Green Festival to be held on 17<sup>th</sup> June. The festival will include a parish council stand at the event. Other content of the newsletter could include the availability of the Hedgehog hotel charity grant and introducing the new Clerk. In the absence of Cllr. Brennan the Clerk is to ask Cllr. Brennan to circulate deadlines to meet a publication date of early June. Any ideas for content to be forwarded to Cllr. Brennan and the matter to be included on the April Agenda.
- e) **20mph restrictions in the village** – Cllr. Skibsted reported on the results of a survey of residents. A relatively good level of response to the survey revealed a significant majority in favour of the speed restrictions. If implemented at the parish council request, the highway authority will pass the cost on to parish council for the traffic order. The cost (approx. £2000) would be halved if another parish councils also publicised speed restriction in the same traffic order. We were informed that Thorney Parish council were considering a speed restriction order and we asked the Clerk to contact Thorney PC to find out what timescale they have in mind for publication of the traffic order. The matter to be considered again at our Meeting in April.

#### 498.8 Environmental matters.

- a. **Parish Council Climate Conference 29<sup>th</sup> March** – Cllr. Skibsted reported that this is to be a virtual conference on Zoom with contributions about our achievements in the parish and input from Cllr. Skibsted, Braybrook school and the charity “Up the Garden Bath”.
- b. **Basil Green Pond** – Cllr. Skibsted reported on the emails from Mr Tee about the state of the pond and the potential Bio diversity gains to be made if the pond were to be cleaned and maintained. Cllr Skibsted had taken the matter up with the city council and progress made. Cllr Skibsted agreed find out what further action is planned by the city council.
- c. **Other matters raised by Councillors** – None raised at this meeting.

#### 498.9 Reports, Notifications and Correspondence of note (not covered elsewhere on the agenda)

- a. The Clerk reported on a meeting of the Parish Liaison Group at which the new head of Planning gave a presentation the main elements being the preparation of a new Local plan, lack of resources to assist parishes on Neighbourhood plans and a revised approach to planning enforcement.
- b. Correspondence
  - i. CAPALC monthly Bulletin had been circulated to councillors, the contents of which have been noted.
  - ii. Email on behalf of City Cllr. Simons planning a litter action week commencing 25<sup>th</sup> March with an event at the Town Hall.

#### 498.10 Governance matters

- a. **Cricket Club update** – in the absence of a cricket club representative we deferred consideration to the April meeting and asked the clerk to notify the club that we wanted them to be present and to give an update on the progress with the new lease.
- b. **Herlington Grant application** – We considered the application for grant to partially fund recycled outdoor seating and development of a small strip of land. We noted the financial position of the community association and the partial funding of this project from other sources. We RESOLVED to approve a grant of £1500 as requested - Proposed Cllr. Penniall seconded Cllr Armstrong.
- c. **Internal Audit** – The Clerk reported no further communication from the previous internal auditor. He also reported that Steve Davies, a qualified accountant and Castor parish councillor had agreed to conduct the current year audit for a fee of £175 -£200. We RESOLVED to appoint Mr Davies as our internal auditor for 2022/23 – Proposed Cllr Penniall seconded Cllr Armstrong.
- d. **Banking arrangements** – W noted that the switch from Co-operative Bank to Unity Trust bank had gone smoothly on the expected date and pleased to note that the Unity Trust bank issues reminders to process payment authorisations.
- e. **Parish Council Laptop** – The Clerk reported that despite repeated emails and phone calls HP still refused to take any other course of action except to collect the laptop for return to base repair. The Clerk had taken advice from the office of the information commissioner and that whilst the parish council are data controllers, HP would be acting as data processors and could only process the data for the intended purpose of warranty repair. Subject to HP providing the information requested we agreed that the laptop could be collected from the Clerk for repair.
- f. **Accounting System** – The Clerk reported that the agreed conversion to a receipts and payments system had taken place. Recent payments had been posted and reconciled to the bank. A VAT claim remains to be corrected before submission to HMRC.
- g. **Website and Email addresses.** The Clerk informed us that NetWise will be in the process of building the website but that the priorities are the accounting for the year end and annual return.
- h. **Payments made by the Interim Clerk** - We received a list of payments made since the switch to Unity Trust Bank.

**498.11 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. Skibsted**

**498.12 Clerk Vacancy** –

- a. We noted that the interview panel had offered the post to Alison Brown on the basis of 40 hours per month and on spinal column point 28 on the national pay scales, commencing 1<sup>st</sup> May 2023. Alison had accepted the offer and will attend the April meeting.
- b. WE considered other matters raised by Alison and for clarification **RESOLVED**:
  - i. To change our meeting dates to the fourth Thursday of the month.
  - ii. To pay the HMRC approved home working allowance.
  - iii. To pay the HMRC approved mileage rate whilst on parish council business.
  - iv. To authorise Alison, on commencement of employment, to arrange to join the Cambridgeshire Pension Fund for this employment.

**Proposed Cllr. N Penniall Seconded Cllr. R Bulkeley**

**498.13 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. Armstrong**

**498.14 Date of the next meeting** – 27<sup>th</sup> April 2023 at 7pm The Goldhay centre, 105 Paynels, Orton Goldhay Peterborough PE2 5QP



Interim Clerk & Responsible Financial Officer  
10<sup>th</sup> March 2023