



Orton Longueville Parish Council

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Minutes of the Parish Council meeting held on Thursday 12 May 2022, 19:00 at Goldhay Centre, 105 Paynels, Orton Goldhay.

Members: 11 Quorum: 4 Public: 1 Orton Park Cricket Club (OPCC): 1

Present: Councillors J. Bull, V. Bull, N. Penniall, H. Skibsted, J. Armstrong, O. Gaye and Mrs. J Molyneaux (Clerk)

Public question time - Public Bodies (admission to meetings) Act 1960 s1 extended by the LGA 1942 s100

Questions were taken from members of the public. This is not part of the formal meeting of the Council and only the subject matter raised has been noted below:

488.1 Apologies for absence

Councillor P. Skerritt

Absent: Councillor R. Bulkeley

Councillor Skibsted to be late in attending

488.2 To elect the Chair and sign the Declaration of Acceptance of Office

Nominations were Called. Cllr Skerritt was proposed. There were no further nominations. It was RESOLVED to elect Cllr Skerritt as Chair.

488.3 To elect the Vice Chair and sign the Declaration of Acceptance of Office

Nominations were called. Cllrs J. Bull was proposed. There were no further nominations. It was RESOLVED to elect Cllr J. Bull as Vice Chair.

488.4 Declarations of interest and dispensations

Cllr J. Bull – Item 488.10

488.5 Grant Application: Herlington Community Association

Barbara Howlett, Secretary, attended the meeting as a representative of Herlington Community Association (HCA) .

Barbara reported that HCA proposed that holding an event for the community event for all would be ideal to bring everyone together following the restrictions brought about by COVID-19. The plan is to have activities for children and adults such as arts, crafts and an afternoon tea. Minimal charges will be placed on some arts and crafts to recoup the costs of the materials. Children at the Herlington Pre-school will be making flags and bunting for the event. The event has been planned for Friday 3 June, 12:00 – 16:00 at the Herlington Centre.

A poster has been created which will be distributed by local volunteers. **Clerk** to post on notice boards, website and Facebook page. It is also being advertised in the Orton Oracle.

Project is to cost £1750 in total. HCA is funding £500 from save funds, Herlington Pre-School have given £250 and the final £1000 is hoped to come from the OLPC grant. It was RESOLVED to award HCA the £1000 grant as applied for.

Barbara Howlett left the meeting.

488.6 To advise Councillors to review and update their Register of Interests
Cllr Armstrong advised of changes. **Clerk** to update Executive and Members Support at Peterborough City Council.

488.7 Appointment of Representatives to outside bodies

- Orton Counselling Service for Young People – Cllrs Skibsted and Armstrong
- Parish Council Liaison – Cllr J. Bull
- OPCC Trustees – Cllrs Skerritt, V. Bull and Bulkeley
- Police Liaison – Cllr Penniall
- Armed Forces Covenant Champion – Cllr Armstrong
- Trustees of Orton Longueville United Charities – Cllrs J. Bull and Penniall
- Elect representatives to PCC scrutiny committees – Cllr J. Bull

Councillor Skibsted joined the meeting.

488.8 Minutes of previous meeting

The minutes of the meeting held on 07 April 2022 were agreed and RESOLVED as a correct record and signed by the Vice Chair.

488.9 Matters arising from the minutes of previous meeting not already on the agenda

Cllr J. Bull asked for an update on the Clerk being added as a signatory to the Parish Bank Account. Clerk updated that the application had been submitted but the process was still ongoing.

Cllr J. Bull asked for an update on the collation of Councillor contact details. Clerk updated that it is still ongoing. **Clerk** to ask again for remaining details.

488.10 Local Police matters

Cllr J. Bull left the meeting.

Cllr Penniall reported that there had been a number of moped thefts and nuisance motorcycle riders in the area. All incidents have been reported to the Police but there has been no update as to the status of the reports. Clear photos of the motorcycle riders have been taken and a lot of activity has been noted on social media regarding reporting of the issue. Community Policing are due to post information making members of the public aware of the situation and to keep reporting. Cllr Penniall was advised to dial 999 to ensure Police can attend straight away.

Cllr Penniall reported in the April meeting that there was a spate of doorbell thefts and vandalism in the area. There has been a recent arrest in connection with the incidents and no further thefts have been reported.

Cllr J. Bull re-joined the meeting.

488.11 Cricket Club

1. *To receive and update from OPCC on draft lease and signing to proceed to registration.*

Lynette reported that the draft lease and deed of surrender had been sent to the OPCC Committee and that Trustees had been given to Thursday 19 June 2022 to return any comments, comments received so far have been positive. They have also received someone with legal experience read the documentation. Lynette has been in contact with 2 Solicitors to enquire about the processes they use and costings. Cllr

J. Bull advised that OPCC, OLPC and Solicitors will have to meet when the paperwork has been agreed to sign collectively. **Cllr J. Bull** to send OLPC Solicitor details to Lynette. Cllr J. Bull discussed the agreement between OLPC and OPCC had to meet half of the legal costs of the previous contract and solicitor. Cllr J. Bull proposed OLPC meet half the legal costs of the Solicitor OPCC hires to facilitate the signing of the lease. Cllr V. Bull seconded the proposal. It was RESOLVED that OLPC would meet half the legal costs of the OPCC solicitor to facilitate the signing of the lease.

2. To receive any other matters of concern and agree action

OPCC is installing a water harvesting system as per requirements from Anglian Water following an inspection. The installation is almost complete and has been certified. Lynette enquired with Anglian Water has only required OPCC to install a water harvesting system but no other cricket clubs. Lynette has filed a complaint with Anglian Water with regards to this. The OPCC committee have put forward a request for OLPC to take on 50% of the cost of the installation of the water harvesting system as it was a mandatory requirement. **Cllr J. Bull** to read check the lease and clauses for confirmation of the financial obligations of OLPC for the next meeting.

OPCC are holding another foodbank collection and would like to give any donations to Family Voice. Cllr Skibsted confirmed that Family Voice would be happy to take donations. **Cllr J. Bull** requested that any toiletries be donated to St Olga Church for the Ukraine appeal.

Cllr V. Bull enquired about the removal of the Health and Safety file from the Cricket Club. Lynette reported that this is currently being corrected.

488.12 Gloucester Centre redevelopment

A complaint has been sent as the method statement has not been adhered to. Awaiting a reply.

488.13 Oakleigh Drive play area

Clair George has advised that the earth bund will be installed by the end of May.

488.14 Co-option of Parish Councillors

OLPC has received one application which will be heard in June.

488.15 Climate Emergency Action Plans

Biodiversity and Green Environment working group met on Tuesday 10 May. The Deputy Head of St Botolph's Primary School joined to discuss "The Queen's Green Canopy" where the aim is for each pupil to plant a tree in a local area to celebrate the Queen's Jubilee. The trees are provided for free but the landowner would have to pay for the ongoing maintenance. The Parish Green, Oakleigh Drive and the cricket club were put forward as places to plant. The working group are waiting for James Collingridge from PCC to confirm the cost of the three-year implementation plan PCC uses when planting new trees. **Clerk** to contact James Collingridge for an update on the costing. **Clerk** to contact OPCC for permission to plant trees on the cricket club. Council to decide ones the costings and areas of planting have been confirmed.

Cllr J. Bull will no longer be available for the Parish Council Environment Conference and has requested someone to go in place. Dave Poulten from the working group will also be attending.

Cllr Armstrong has been contacted by a resident who has an 18 inch strip of land down the side of their fence that they would like to turn into a community wild garden with help from OPCC. Cllr Skibsted has also been in contact with another resident who is currently undertaking a similar project. Cllr J. Bull proposed that the funds from the working group be used to fund the projects. It was RESOLVED that the community garden projects would be funded. **Cllrs Armstrong and Skibsted** to obtain invoices from the residents.

Cllr Penniall reported that all plans for the hedgehog hotels have been sent to Hampton Handicrafts and he is just waiting for confirmation. There is potential that Peterborough Hedgehog Hotel could supply hedgehog feeding stations dependant on a grant being secured by another party to create 3D printed feeding stations.

Cllr J. Bull noted that they have not located an area for bird boxes and suggested that one location be found on each allocated walk as there is funding for up to 8. **Cllr Penniall** to contact Hampton Handicrafts for the possibility of them supplying the bird boxes. Cllrs to complete walks by the end of July.

There is a possibility that OPCC will receive money that remained from CIL.

Cllr Skibsted reported that the flower beds at the Herlington Centre were in need of new gravel. **Cllr Skibsted** to source a quote.

Clerk to invite Charlotte Palmer, Head of Service for Environment, Transport and Highways at Peterborough City Council to the next Bio and Env working group meeting.

488.16 Parish Council Newsletter

Newsletter has been proofread and will be sent for publishing. Should be distributed by the next meeting.

Cllr Armstrong to contact Tommy Kelly for a mock signing of the Armed Forces Covenant for the next meeting.

488.17 Good Neighbours Scheme

The cost of membership for the Good Neighbours Scheme is now £4824 which is £1 per household in the Parish. Cllr J. Bull the Council for their comments on what is being offered by the scheme. Cllr Skibsted questioned what exactly is being offered, what the benefits are, how members of the public could find this information and how they could access the scheme. Cllrs Penniall commented that more detail and live examples of how communities have benefitted from the scheme is needed. Cllrs J. Bull updated that the scheme has 120 volunteers that could be accessed for local projects. **Clerk** to bring the requested information to the next meeting.

Cllr Gaye left the meeting.

488.18 Householder Recycling Centre permit trial

OLPC have been given access to the trial and can receive a permit to collect bulky items from members of the public to take to the HRC. OLPC would reimburse fuel costs. Cllr V. Bull was concerned that an individual person could be inundated with requests.

Cllr Gaye re-joined the meeting.

Cllr Penniall to discuss the possibility of them helping with the scheme. To be discussed at the next meeting.

488.19 Environmental Issues

The bins installed on Thuro Grove don't appear to be being utilised. Rubbish is still being dumped around the area. Even if the bins are empty OLPC still has to pay the costs of the refuse collection as it has been added to the route. It was RESOLVED that the bins be in place for a 3-month trial to be reviewed again at the July meeting.

488.20 Reports from outside bodies

Parish Liaison meeting already discussed – item 488.17

Cllr Armstrong attended the online Armed Forces Covenant Champion training. The training was an awareness course regarding the issues particular to members of the Armed forces and their families. Cllr Armstrong has not started working on the commitments but is now planning an approach to the work that needs to be undertaken.

Cllr Armstrong to contact Tommy Kelly regarding the mock signing of the Covenant at the July meeting. Press to be invited.

Cllrs Skibsted and Armstrong reported that the Community Café and meal are starting to be well attended. One of the earliest regular to attend the cafe is now volunteering. **Cllr Armstrong** to write an article for the December newsletter.

Cllr Skibsted reported that she has made contact with Coco Fowler but due to the difficulties Food for Nought is having at the moment they are unable to take on new areas. There are other avenues that look hopeful to help get the food hub underway. Cllr Penniall updated the Council on the difficulties Food for Nought is having with funding for fleet insurance which means they will not be able to deliver food. **Clerk** to send Cllr Penniall the OLPC grant application form for discussion with Coco.

488.21 Finances

1. The following payments were authorised:

Name	Date	Details	£
CAPALC	04/05/2022	Archiving and Retention	30.00
R Harding & Son Landscaping	30/04/2022	Holy Trinity and OPCC frontage Maintenance	417.00
Rialtas	31/05/2022	Alpha Software Annual Support and Maintenance Licence	154.80
Family Voice Peterborough	Notyetrcvd	Room hire - Goldhay Community Centre	25.00
Mrs Justina Molyneaux	08/05/2022	Clerks Salary April 2022	397.20
Mrs Justina Molyneaux	08/05/2022	Clerks Salary April 2022 - Additional Hours Worked Training, year end, general administration	380.65
Mrs Justina Molyneaux	08/05/2022	Expenses	12.54
Resolved to pay			1,417.19

2. Income received:

Name	Date	Details	£
Peterborough City Council	12/04/2022	1st instalment of Parish Council precept	17,380.00
Peterborough City Council	12/04/2022	1st instalment of Parish Burial Grounds	2,145.00
Peterborough City Council	12/04/2022	1st instalment of Parish Recreation Grounds	1,946.00
Resolved to pay			21,471.00

3. End of month accounts noted.

4. Grant spend was low for the year. The grant needs to be promoted throughout the community. Spend in general has been low and it needs to be reinvested into the community. Previously employing a Lengthsman has been raised but has never been fully pursued. **Clerk** to bring further information regarding the employment of a Lengthsman to the next meeting.

5. VAT return noted and agreed.

6. Mr Mark Hazelhurst has agreed to undertake the internal audit. The Annual Governance and Accountability return should be finished on time. External Auditors have agreed an extension.
7. The Internal Auditor for 2022/23 was confirmed as being Mr Mark Hazlehurst again.
8. Insurance Renewal questionnaire was noted and no further comments added.

488.22 For Information

Cllr Armstrong reported that there is an old and disused Parish notice board on the side of the Goldhay Centre. It is no longer usable but would like a replacement to be considered as there are no information points in the Orton Goldhay part of the Parish. Cllr J. Bull also noted that notice boards at the Herlington Centre and on Oakleigh Drive were old and still said Peterborough City Council on them. **Clerk** to contact Family Voice for agreement on a new Parish Notice board, **Clerk** to find costings to replace all three notice boards to bring them in alignment with the one installed on the Parish Green.

488.23 Planning matters

Application 22/00518/HHFUL, Proposal: Single storey front extension to form porch, Site address: 34 Abbotsbury Orton Malborne Peterborough was received after publication of the agenda. No material observations.

488.24 Clerk's IT equipment and memberships

It was RESOLVED that a new laptop for the Clerk - HP ENVY 15-ep1110na Laptop - £1599.99

It was RESOLVED that the Clerk's membership to The Society of Local Council Clerks (SLCC) - £120

It was RESOLVED that a copy of the Arnold-Baker on Local Council Administration 12th Edition be purchased - £161.99

It was RESOLVED that the Clerk undertake the following training courses:

- The Introduction to Local Council Administration (ILCA) - £120 +VAT
- The Financial Introduction to Local Council Administration (FILCA) - £120 +VAT
- ILCA – CiLCA - £120 +VAT

488.25 Date of next meeting - Thursday 9 June 2022, 19:00, The Goldhay Centre.