



# Orton Longueville Parish Council



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

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## Minutes of the Annual Meeting of Orton Longueville Parish Council held on Thursday 25<sup>th</sup> May 2023, 7:15pm at The Goldhay Centre, 105 Paynels, Orton Goldhay, Peterborough PE2 5QP

**Members:** 11    **Quorum:** 4    **Public:** 1    **Orton Park Cricket Club (OPCC):** 0

**Present:** Councillors N. Penniall, (Chair), N. Boyce, D. Brennan, R. Bulkeley, H. Skibsted and Mrs Brown (Clerk).

### **Public question time - Public Bodies (admission to meetings) Act 1960 s1 extended by the LGA 1972 s100**

1. The member of the public asked if the Parish Council could hire The Goldhay Centre and provide free of charge adult literacy sessions as they believe that there is a need in the community. This will be an agenda item at the next meeting. Prior to the next meeting, Cllr Skibsted stated that she would ask the Goldhay Centre Manager if they would consider putting on such a course.
2. The meeting was asked whether E-Scooters were legal. Cllr Penniall stated they are illegal on public roads and footpaths and if they are being ridden in an unsafe matter, it should be reported to the police for them to take action.

### **500.1 To elect the Chair and sign the Declaration of Acceptance of Office**

Nominations were called. Cllr Penniall was proposed. There were no further nominations.  
**RESOLVED:** To elect Cllr Penniall as Chair.

### **500.2 To elect the Vice-Chair**

Nominations were called. Cllr Boyce was proposed. There were no further nominations.  
**RESOLVED:** To elect Cllr Boyce as Vice-Chair.

### **500.2a Apologies for Absence**

Apologies for absence were received and accepted from Cllr Armstrong (personal).

### **500.3 Declaration of interests and dispensations**

Cllr Penniall – agenda item 500.6 Police Liaison.

### **500.4 Co-option of Parish Councillors**

No applications were received. How to encourage new Parish Councillors was discussed. The Clerk showed councillors a leaflet which had been produced and given out at the Botolph Green Festival several years ago. Cllr Boyce stated that the roles and responsibilities of Parish Councillors can be added to the leaflet.

### **500.5 To advise Councillors to review and update their Register of Interests**

The Clerk reminded councillors to update their Register of Interests if any of their circumstances had changed.

**Cllr Brennan joined the meeting.**

#### **500.6 Appointment of Representatives to outside bodies**

- Orton Counselling Service for Young People – Cllrs Armstrong and Brennan.
- Parish Council Liaison – Cllr Boyce.
- OPCC Trustees – Cllrs Brennan, Bulkeley, Penniall.
- Police Liaison – Cllrs Penniall and Skibsted.
- Trustees of Orton Longueville United Charities – Cllr Penniall.
- Armed Force Covenant – Cllr Boyce.

#### **500.7 PLANNING** – As a statutory consultee, considered planning applications in the parish council area and validated by the planning authority since the previous meeting:

- a. **23/00375/HHFUL** – Two storey rear extension at 24 Thornleigh Drive, Orton Longueville, Peterborough PE2 7AJ

**RESOLVED:** No material observations.

- b. **Planning applications decided since previous meeting** – for information

- 23/00364/HHFUL – 448 Oundle Road – Ground Floor Rear extension – Permitted.
- 23/00314/FUL – Franks Automotive Services, 6 Wainman Road - Construction of single storey rear extension and enclosure of walled yard to provide electric vehicle servicing bays – Permitted.
- 23/00272/HHFUL – 1 Mary Armine Road - Two rear and side extensions, front porch, and application of render and timber cladding – Awaiting decision.
- 23/00316/OUT – 25 Nansicles Road - Proposed 3-bedroom chalet bungalow with access, appearance, layout and scale secured and landscaping reserved – Refused.

#### **500.8 Minutes of the previous meeting**

**RESOLVED:** That the minutes of the meeting held on 27<sup>th</sup> April 2023 were agreed as a correct record and signed by the Chair.

#### **500.9 Matters arising from the minutes**

None.

#### **500.10 COMMUNITY MATTERS**

- a. **Area Maintenance** – Cllr Brennan reported that he had compiled a list of all the streets in the parish and had added another column to the spreadsheet for the tender document to give to the contractor to quote for periodic maintenance of public areas within the parish.  
**RESOLVED:** That Cllr Brennan will send the tender document to the proposed contractor for them to provide a quotation. The Clerk will also be sent a copy of the tender document which will be circulated to all councillors.
- b. **Trees survey for Parish Council owned trees** – The Clerk reported that Caroline Hall Arboriculture will be carrying out tree surveys at Oakleigh Park recreation field, Holy Trinity Churchyard and Orton Park Cricket Club in the next few weeks.
- c. **New Parish Notice Boards** – The Clerk reported that Richard Harding has not yet erected the new noticeboards.
- d. **Parish Council Newsletter** – Cllr Brennan informed the meeting that he was disappointed by the lack of content he had received from councillors for the next newsletter as only Cllr Skibsted had provided him with articles. He stated that he would like all councillors to send him 200-word articles on a regular basis so that he always has plenty of content ready for the next newsletter whenever that may be. Cllr Brennan also offered to take photographs to go with articles.

**The Chair suspended the meeting to allow the member of the public to speak.**

The member of the public suggested an article on the possible provision of Adult Literacy Classes in the parish and a residents comments section for the newsletter.

**The Chair reopened the meeting.**

**RESOLVED:** That Cllr Brennan will send monthly email reminders to councillors to submit articles to him. A decision on the next publication date of the newsletter will be made at the next meeting.

- e. **20mph restrictions in village** – The Clerk confirmed that Highways had been instructed to proceed with the Traffic Order.
- f. **Botolph Green Festival** – It was suggested that if the Parish Council had a stand at the festival on 17<sup>th</sup> June 2023, it would be a good way to attract new councillors and that the leaflets mentioned in agenda item 500.4 could be given out. Cllr Brennan offered to provide the Parish Council with a free banner to display at the festival.  
**RESOLVED:** That the Clerk will contact the organisers of the Botolph Green Festival and ask if the Parish Council can attend and have a stand. Leaflets with ‘Becoming a Councillor’ information will be given out and Cllr Brennan will provide the Parish Council with a free banner promoting the Parish Council. All councillors and the Clerk were asked to attend the event.
- g. **Local Police matters** – Ecops email circulated to all councillors with an update from the Police Southern Neighbourhood Team on their work in the parish.
- h. **Oakleigh Drive recreation field** – The Clerk reported that she had received an email request from the Chair of a local football team, looking for a new venue. The Clerk had asked for further information on their request but had received no response.
- i. **Bulky Waste collections** – Cllr Skibsted stated that she could possibly use her Community Leadership Fund money to pay for a bulky waste collection however that would mean that charities in the area could miss out on funding from her. She offered to find out the cost of a bulky waste collection.

The waste permit scheme brought in by the Parish Liaison was suggested as an alternative to a bulky waste collection and that the Parish Council could offer a pickup service, possibly paying Cross Keys to take the waste to the household recycling centre. Cllr Boyce informed the meeting that it would not be possible to use Cross Keys for such a service as they would be a third party and any waste which they carried would be classed as trade waste and chargeable.

The outgoing Interim Clerk had provided the Parish Council with his view that S137 of the Local Government Act 1972 could be used by the Parish Council to provide a parish bulky waste collection service as this was a ‘discretionary’ service which was not provided by Peterborough City Council. Previous advice obtained from CAPALC stated that a Parish Council without the General Power of Competence was not able to provide a bulky waste collection and that there is no other specific power to provide such a service. The Clerk has contacted CAPALC for further advice on the matter and is waiting for their response.

**500.11 ENVIRONMENTAL MATTERS**

Crow attacks on people have been reported to Peterborough City Council in Bringhurst and Braybrook. The Peterborough City Council Wildlife Officer has been out to look at the

issue and seen that the birds are trying to protect their young in nests. He will put up signs advising members of the public to avoid the area until the chicks have fledged.

#### **500.12 REPORTS, NOTIFICATION AND CORRESPONDENCE OF NOTE**

- a. **Reports from representatives of outside bodies** – Cllr Boyce gave a verbal report on The Good Neighbours Scheme. It was noted that the Scheme has received funding which means that for the time being, they will not charge new Parish Councils to join. The short-term funding will allow the Scheme to fund a second part-time coordinator for the Ortons and Bretton.
- b. **Correspondence of Note** – see agenda item 500.10.h.

#### **500.13 GOVERNANCE MATTERS**

- a. **Cricket club update:**
  - i. Cllr Boyce reported that he will be speaking to the Peterborough City solicitor, working on behalf of the Parish Council, for an update on the progress of the lease and to find out what the hold-up is. He will ask for this to be confirmed in writing free of charge.
  - ii. No other matters.
- b. **HP Laptop** – The Clerk reported that the old laptop had been fixed by HP and been returned to the former interim Clerk. A decision on its future use will be made at the next meeting.
- c. **Website and Email Addresses** – Cllr Bulkeley reported that he needs help to set up his .gov.uk email address - Cllr Penniall offered to help him. The Clerk will issue Cllr Bulkeley with a new password in case this is an issue. All other councillors are using their new email address. The website is still in progress and content is waiting to be loaded which the Clerk will do as soon as possible.  
**RESOLVED:** Cllr Penniall to help Cllr Bulkeley set up his .gov.uk email address.
- d. **Parish Council Mobile Phone** – The acquisition of a dedicated Parish Council mobile phone will enable continuity in the absence of the clerk and to avoid use of Clerk's personal phone. The Clerk reported that Tesco mobile can offer a contract for £15.99 per month which includes a handset and data. In the first instance she will have to take out the contract in her own name which, after a credit check, will then be converted to a business account in the name of the Parish Council.  
**RESOLVED:** That the Clerk will purchase a Tesco mobile phone contract, £15.99 per month, including handset and data for Parish Council use only.
- e. **CAPALC Affiliation and Data Protection Officer Membership 2023-2024**  
**RESOLVED:** To renew the CAPALC affiliation and Data Protection Membership for 2023-2024 – cost £1352.89.
- f. **Peterborough City Council Scrutiny Committee** – Cllr Boyce gave an overview of the 4 City Council Scrutiny Committees which Parish Councils are invited to sit on. Although these are currently non-voting positions, which is being reconsidered by Democratic Services, they are a good opportunity for Parish Councils to bring views and recommendations from the parish for consideration to the committees. Cllr Brennan expressed an interest in joining. An email from Cate Harding, The Good Neighbours Scheme has already been sent to all Parish Councils inviting expressions of interest from Parish Councillors. The Clerk will resend this email to everyone.

- g. Local Government Pension Service (LGPS)** – The Clerk reported that there is a one-off set up fee £2000 + VAT for the Parish Council to join the Local Government Pension Scheme (LGPS). Once joined, any future Clerk's or employed staff can benefit from the scheme.

**RESOLVED:** That Orton Longueville Parish Council will join LGPS and pay the one-off set-up fee of £2000 + VAT.

- h. Payroll service** – The Clerk reported that the cost for SR Howell & Co to provide their payroll services for the Clerk's payroll is - £240 + VAT per annum.

**RESOLVED:** To engage the services of SR Howell & Co to provide a Clerk's payroll service – cost £240 + VAT per annum.

- i. Parish Council insurance renewal** – The Clerk reported that the Parish Council insurance was due for renewal and a quotation of £2654.03 for a 3-year long-term agreement had been received from the current provider Gallagher. To ensure best value for money the Clerk had obtained an alternative quotation of £1889.49 also for a 3-year long-term from another provider BHIB Councils insurance.

**RESOLVED:** To accept the insurance quotation from BHIB Councils of £1889.49 for a 3-year long-term agreement.

- j. RESOLVED:** That the following items of expenditure are approved:

John Haste (Interim Clerk)	Reimbursement for purchase of laptop HDMI cable	£12.25
Rialtas Business Solutions Ltd	Alpha software annual support and maintenance	£184.20
Richard Harding Landscaping	Holy Trinity churchyard maintenance and cricket club frontage	£417.00
Castor Parish Council	Interim Clerk service	£802.30
CAPALC	Annual Affiliation fee and Data Protection Officer Membership Scheme 2023/24	£1352.89
Orton Longueville Cricket Club	50% contribution to installation of water harvesting tank	£750.00
Mrs A Brown	Clerk Salary and reimbursements – May 2023	£607.20
HMRC	Clerk Tax & NI – May 2023	£144.40
BHIB Councils Insurance	Parish Council insurance	£1889.49

- k. Received receipts:**

1 <sup>st</sup> Instalment of Parish Council precept	£17,395.00
1 <sup>st</sup> Instalment for Parish Burial Grounds	£2145.00
1 <sup>st</sup> Instalment for Parish Recreation Grounds	£2126.00

#### 500.14 Date of next meeting

Thursday 22<sup>nd</sup> June 2023. Cllr Skibsted gave her apologies for the July 2023 meeting.

The meeting closed at 9:28 pm.