

## PARISH COUNCIL LIAISON MEETING

WEDNESDAY 29 MARCH 2017

6.30 PM

Town Hall

### AGENDA

Page No

1. **Apologies for Absence**
2. **Minutes of the Meeting Held on**
  - 2.1 **21 December 2016** 3 - 8
  - 2.2 **15 February 2017 - Extraordinary Meeting** 9 - 12
3. **Co-opted Member's Feedback Session**

To be presented by Co-opted Members
4. **Neighbourhood Policing within Urban and Rural Areas**

To be presented by Detective Inspector Rob Hill



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Committee Members:

Councillors: Sylvester and I Walsh (Chairman)

Substitutes: Councillors:

Further information about this meeting can be obtained from Karen Dunleavy on telephone 01733 452233 or by email – [karen.dunleavy@peterborough.gov.uk](mailto:karen.dunleavy@peterborough.gov.uk)



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Minutes of a meeting of the Parish Council Liaison Meeting held at the  
Bourges/Viersen Room - Town Hall on 21 December 2016

**MEMBERS PRESENT:**

Councillors:

Councillor Philip Thompson, Deeping Gate Parish Council  
Councillor Jane Hill, Deeping Gate Parish Council  
Councillor Richard Clarke, Wansford Parish Council  
Councillor Denis Batty, Glinton Parish Council  
Councillor Vince Moon Werrington Neighbourhood Council  
Councillor Bill Pickering, Castor Parish Council  
Councillor Sarah Rodger Castor Parish Council  
Councillor Keith Yerbury, Sutton Parish Council  
Councillor Peter Lee, Sutton Parish Council  
Councillor Joseph Dobson, Helpston Parish Council  
Councillor Richard Perkins, Ailsworth Parish Council  
Councillor Paul Froggitt Orton Waterville Parish Council  
Councillor Ed Murphy, Peterborough City Council Labour group  
Councillor Jason Merrill, Bretton Parish Council  
Councillor Bob Randall, Glinton Parish Council  
Councillor Susie Lucas, Ashton & Bainton Parish Council  
Councillor Henry Clark, Peakirk Parish Council  
Ian Dewar, County Executive Officer Cambridgeshire and Peterborough Association of Local Councils (CAPALC)  
Councillor Irene Walsh, Peterborough City Council

**OFFICERS PRESENT:**

Kim Sawyer, Director of Governance  
Sylvia Radouani, Community Capacity Assistant  
Cate Harding, Community Capacity Manager  
Karen S Dunleavy, Democratic Services Officer

**1. Apologies for Absence**

Apologies were received from Councillors Stokes and Sylvester. Councillor Murphy was in attendance as substitute for Councillor Sylvester.

Apologies were also received from Parish Councillors John Bartlett and Dawn Clipston.

**2. Minutes of the Meeting Held on 21 September 2016**

The minutes of the meeting held on 21 September 2016 were approved as a true and accurate record, subject to the change in wording in relation to Community Assets. Item 3, page 5, maximising the Use of Community Assets, 2<sup>nd</sup> bullet point.

**3. Appointment of Co-Opted Members to Peterborough City Council Scrutiny Committees**

Cate Harding presented the report and distributed a summary which outlined the agreement to the Co-opted Members on the newly formed Scrutiny Committees.

Key points raised:

- There would be four new Scrutiny Committees with effect from 1 January 2017.
  1. Children and Education Scrutiny Committee;
  2. Adults and Communities Scrutiny Committee;
  3. Health Scrutiny Committee; and
  4. Growth , Environment and Resources Scrutiny Committee.
- The Scrutiny Commission for Rural Communities would no longer function..
- There would be four co-opted Parish Councillors from the rural areas nominated as co-opted members for each new Scrutiny Committee.
- The Parish Council Liaison Working Group submitted their recommendations for the Co-opted members positions.
- There had been one remaining vacancy for the second or substitute co-opted position on the Adults and Communities Scrutiny Committee.
- The Scrutiny co-opted members selected would serve their appointment through to April 2018.

The following appointees were introduced to the meeting:

1. Health Scrutiny Committee – Henry Clark - primary co-opted Member
2. Adults and Communities Scrutiny Committee - Neil Boyce - primary co-opted Member
3. Children and Education Scrutiny Committee – Susie Lucas - primary co-opted Member
4. Growth, Environment and Resources Scrutiny Committee – Keith Lievesley – primary co-opted Member

Kim Sawyer outlined the process of adopting a second co-opted member and the nominees were announced. It had been anticipated that these appointments would be confirmed following the first meetings of the new Scrutiny Committees.

1. Children and Education Scrutiny Committee – Margaret Palmer – 2<sup>nd</sup> co-opted Member or substitute
2. Health Scrutiny Committee - Jason Merrill - second co-opted Member or substitute
3. Adults and Communities Scrutiny Committee – Vacant - second co-opted Member or substitute
4. Growth, Environment and Resources Scrutiny Committee – Richard Clarke – second co-opted Member or substitute

Discussions, comments and responses were as follows:

- Co-opted Members would be able to:
  - i. Provide a view from a rural perspective
  - ii. Initiate and influence the scrutiny meetings
  - iii. Suggest an item for inclusion on the agenda.
  - iv. Suggest items for the Forward Plan
- The timing/cycle of meetings has been considered.
- Anyone can suggest an item for the agenda.
- Co-opted Scrutiny Member training would be available by contacting Democratic Services.
- Meeting dates for the new Scrutiny Committees will closely follow the schedule of the committees they replaced and dates would be confirmed shortly.
- The distribution of agendas.

## **AGREED ACTION**

The Parish Council Liaison noted the report and agreed for the PCL Members to be put forward as the co-opted member nominations for the following Scrutiny Committees:

- Children and Education Scrutiny Committee – Susie Lucas - primary co-opted Member
- Children and Education Scrutiny Committee – Margaret Palmer – 2<sup>nd</sup> co-opted Member or substitute
- Health Scrutiny Committee – Henry Clark - primary co-opted Member
- Health Scrutiny Committee - Jason Merrill - second co-opted Member or substitute
- Adults and Communities Scrutiny Committee - Neil Boyce - primary co-opted Member
- Adults and Communities Scrutiny Committee – Vacant - second co-opted Member or substitute
- Children and Education Scrutiny Committee – Susie Lucas - primary co-opted Member
- Children and Education Scrutiny Committee – Margaret Palmer - second co-opted Member or substitute
- Growth, Environment and Resources Scrutiny Committee – Keith Lievesley – primary co-opted Member
- Growth, Environment and Resources Scrutiny Committee – Richard Clarke – second co-opted Member or substitute

The Parish Council Liaison meeting also agreed:

- 1) That following appointment, PCL co-opted members would provide a feedback to the Parish Council Liaison meetings following each round of Scrutiny meetings;
- 2) That an extraordinary Parish Council Liaison meeting would be scheduled for 15 February 2017 to follow the January round of Scrutiny meetings;
- 3) The Parish Council Liaison meeting scheduled for 15 March 2017, would be moved to 29 March 2017 in order to provide an opportunity for feedback following the March round of Scrutiny meetings;
- 4) That following appointment, co-opted PCL members would inform Democratic Services Officers if they required Scrutiny training;
- 5) That the Community Capacity Manager would send the new Scrutiny meeting dates to PCL nominees; and
- 6) The Democratic Team would review the options for wider distribution of Scrutiny agendas to all PCL Scrutiny co-optees following appointment.

## **4. Devolution & Consequences**

Kim Sawyer gave a presentation to the committee on Devolution and Combined Authority and outlined the procedures, progress, consequences and changes which may occur in the future.

Key points were as follows:

- The order was approved by all seven Councils and the Local Enterprise Partnership. (LEP);
- The order would be recommended to Parliament for approval in Spring 2017;
- Governance;
- Scrutiny;
- The Timetable for implementation;
- Infrastructure;
- The affordable housing fund over the next five years;

- Council housing, options in Cambridgeshire;
- Skills including Apprenticeship Levy;
- Universities;
- Enterprise Zone;
- Transport Policy;
- The ability to make more decisions locally;
- The IPSOS MORI telephone poll covered a more diverse population sample than the online poll; and
- Public participation.

Discussions, comments and responses were as follows:

- The details of the plan were emerging in law and the complete picture had not yet materialised.
- There had been no intention to move local functions to the Combined Authority and the workings of Peterborough City Council were largely unaffected with the focus remaining on Peterborough.
- Members were advised that the Combined Authority should be self-funding within a £20million budget and the Mayor would hold the power to precept for expenses although the Leader would aim to keep costs as low as possible. Expenses would be continually reviewed and monitored through a Scrutiny function and by the political parties. Existing Officers would work to support the new Combined Authority and there would be no additional staff.
- Frequent updates on the progress could be provided to the Parish Council Liaison meetings.
- Affordable housing and the split between authorities and funds available were discussed.
- The definition of affordable housing was raised and the Director of Governance advised Members that affordable housing was not always affordable for all as the rents charged were usually market values. House prices varied greatly across the area and members were advised there was currently no definitive answer.
- Some Members felt that the responsibility for planning and health would be transferred to the Combined Authority and suggested that a fixed rent rate should be considered as there had been property values where there were large differences in market values across the proposed Combined Authority.
- Highways England would remain a separate body with a separate budget and would be responsible for trunk roads. Peterborough City Council would be responsible for key roads.
- The location for the Combined Authority was still under consideration and ideas were welcomed from the PCL members. There would be no dedicated building facility and meetings would be hosted at the shadow authorities where space permitted.
- Members asked how the people of Peterborough would be encouraged to participate if meetings were not held in Peterborough and were advised the first meeting was in Peterborough, with the next one planned for Alconbury.
- The 14 days decision suspension to allow for Call In cannot be changed. Fourteen days should be sufficient time to organise a meeting as the current target was 10 days.
- There were no current decisions taken by the Council which would be taken by the Combined Authority currently, although it had been suggested that there should be a single local transport plan rather than three individual ones. Legislation was written such that councils did not have to pass any of their powers up to the Combined Authority.
- Candidates for the position of Combined Authority Mayor (CAM) could propose themselves if they wished, or be nominated. A list of preferred criteria had been prepared however, appointment would be decided by public vote.

- The candidates were high profile people known to the Councillors however, anyone could stand for the CAM position, subject to the submission of the deposit fee of £5000.00.

## **AGREED ACTION**

The Parish Council Liaison meeting agreed to note the report and that the Director of Governance would feedback the following to Leaders:

- The views of Parish Councillors in relation to what the definition was in relation to affordable housing for Peterborough and Cambridge; and
- The concerns of Parish Councillors in relation to the location of meetings of the devolved administration and possible lack of public attendance.

## **5. Feedback on Parish Conference**

Ian Dewer presented a report on the Parish Council Conference.

Key points included:

- Managing Community Facilities;
- Constitutional and Organisational Matters;
- Aims and Objectives;
- Honorary Officers;
- General meetings of the Organisation;
- Trusts;
- Charitable Status;
- Tenure of Community Services; and
- Management Agreements.

Discussions, comments and responses were as follows:

- Breakout sessions at future conferences should be held in different rooms as they proved a distraction.
- The need to restrict time to speak to allow more time for delegates to speak.
- Collaboration across the authority was identified as a key issue and suggestions were provided on how improvement ideas could work.
- Northborough and Borough Fen had worked together in the past but it had not been common practice.
- Appropriate methods of communication between Councillors.
- Some Parish Councils had not receive notification of the conference and therefore had not attended.
- Collaboration between Ward Councillors and Parish Councils.
- Operation of a buddy system was discussed for councils wishing to become Parish Councils and the committee were advised this was already in place.
- The PCL meeting could offer support with joint collaborations however they were unable to drive any such initiative.
- Community Councils were not currently on the agenda and would not be pursued by the City Council however, Parish Councils may take the idea forward. The City Council could offer guidance and support if required. The community council idea needed to be community driven however, neighbourhood involvement was not always forthcoming as currently funding was unavailable.
- The national association of local councils had negotiated with the government not to place a cap on Parish Council precepts.

## **ACTION AGREED**

The Parish Council Liaison meeting noted the report.

## **6. Any Other Business**

Sylvia Radouani had recently been appointed as a dedicated Parish Council Support Worker.

CHAIRMAN  
6.30PM – 8.05PM



# MINUTES OF THE EXTRAORDINARY PARISH COUNCIL LIAISON MEETING

WEDNESDAY 15 FEBRUARY 2017

6.30PM

Bourges Viersen Room, Town Hall

## MEMBERS PRESENT:

Councillor Irene Walsh (Chairman)

Parish Councillor Jane Hill, Deeping Gate Parish Council  
Parish Councillor Philip Thompson, Deeping Gate Parish Council  
Parish Councillor Richard Perkins, Ailsworth Parish Council  
Parish Councillor Paul Froggitt, Orton Waterville Parish Council  
Parish Councillor Vince Moon, Werrington Parish Council  
Parish Councillor Marian Sharp, Hampton Parish Council  
Parish Councillor Peter Lee, Sutton Parish Council  
Parish Councillor Keith Yerbury, Sutton Parish Council  
Parish Councillor Ann Sylvester, Peterborough City Council  
Parish Councillor Anthony Hovell, Thorney, Newborough and Borough Fen Parish Council  
Parish Councillor Jason Merrill, Bretton Parish Council  
Parish Councillor James Hayes, Bretton Parish Council  
Catherine Franks, Clerk to Bainton & Ashton  
John Haste, Clerk to Glinton Parish Council  
Parish Councillor Sarah Rodger, Castor Parish Council  
Parish Councillor Neil Boyce, Castor Parish Council  
Parish Councillor Keith Lievesley, Ufford Parish Council  
Parish Councillor Henry Clark, Peakirk Parish Council  
Ian Dewar, County Executive Officer Cambridgeshire and Peterborough Association of Local Councils CAPALC  
Parish Councillor Dawn Magnus, Eye Parish Council  
Parish Councillor Ian Allin, Orton Longueville Parish Council  
Parish Councillor Jean Mead, Helpston Parish Council

## OFFICERS PRESENT:

Steven Pilsworth, Service Director Financial Services  
Sylvia Radaouni, Community Capacity Assistant  
Joanna Morley, Democratic Services Officer  
Pippa Turvey, Democratic and Constitutional Services Manager

### 1. Apologies for absence

Apologies were received from:

Parish Councillor Joe Dobson  
Parish Councillor Susie Lucas  
Parish Councillor Margaret Palmer  
Parish Councillor Geoff Smith  
Parish Councillor Richard Clarke

## **2. Budget Phase 2 Consultation including Scrutiny Co-opted Members Feedback**

### **a) Feedback from Co-opted Members**

The Co-opted Members who attended the scrutiny of the Budget meeting on Wednesday 08 February 2017, presented this item.

The key points raised included:

- All felt that, despite reading the budget material provided, that they had limited knowledge of the figures and that some areas seemed extraordinarily complex. Some Members felt that it was essential that they had an understanding of the topic area in order to effectively scrutinise it and therefore requested some specialist training.
- It was very difficult to understand the implications for Parishes from the aggregate budget figures.

Following their appointments and attendance at their first meetings for Health, Growth and Environment, and Peoples and Communities Scrutiny Committees the following feedback was given:

- Co-opted Members needed to have an enquiring mind, a degree of scepticism and an ability to understand the consequences of what was being proposed and how it impacted on the Parish.
- Those Councillors who had received Scrutiny training commented on its usefulness and expressed a wish for all Parish Councillors to receive training.
- Co-opted members hoped that other Parish Councillors would help steer and inform discussion so that the co-opted member would be able to effectively contribute to scrutiny committees.
- Health was a highly complex area where effective scrutiny would pay enormous dividends.
- The Director of Public Health gave her annual report at the Health Scrutiny Committee meeting, which looked at the health of Peterborough and its citizens compared to the health of citizens in other authorities.
- The Health Scrutiny Committee received a report on the issues surrounding the Uniting Care contract which highlighted that the lack of attention to detail meant that the contract had been put into place before it was ready.
- The Growth and Environment Scrutiny Committee, alone out of the four scrutiny committees, voted for 2 co-opted members because of the breadth of its remit.
- The Growth and Environment Scrutiny Committee received a report on the Local Transport Plan which had a budget of £4.5 million. £3.1 million of this budget was capital maintenance, a large proportion of which was being spent on the roll out of LED street lighting.
- The Great Fen, Nene Washes and the Castor Hanglands nature reserves were omitted from the report on the City's Bio-diversity Strategy as they were not directly managed by the Council.
- The People & Communities Strategy report outlined how parishes could help their own communities by giving feedback through the digital 'front door'; effectively one point of access.. Placing leaflets in doctor's surgeries and other frequented locations was the

current way of spreading this information but the co-opted member asked whether it could be more effectively disseminated through Parish Councils.

- The Council's Empty Homes Strategy looked at ways of bringing empty homes back in to use and bringing up standards by way of offering grants to private landlords.

### **ACTIONS AGREED:**

The Parish Council Liaison Members agreed the following actions:

1. That the Service Director, Financial Services and the Constitutional Services Manager would organise dedicated finance sessions for the co-opted Parish Councillors. This would be similar to the training received by new Members at the start of the Council year.
2. That the Finance department would review the presentation of material to see how they could signpost areas that would impact on Parishes.
3. That the Community Capacity Assistant would request a Scrutiny training presentation from the Senior Democratic Services Officer for Scrutiny.
4. That the Community Capacity Assistant and Councillor Walsh would explore ways of facilitating contributions of issues that could be raised from other Parish Councillors at Scrutiny Committee meetings.

### **b) Budget Phase 2 Consultation - Steven Pilsworth, Service Director Financial Services**

A presentation on the Phase 2 Budget proposals for the 2017/18 financial year was delivered by the Service Director, Financial Services. Following on from the presentation, questions were asked by Parish Councillors. Comments and the responses given are noted below.

- The social care platform was a joint initiative with an IT company that would look at drawing out information from Adult and Children's Social Care and even Health. This system would be the first of its kind on the market and in future could be sold to other councils.
- Vivacity, was a completely separate organisation and relied heavily on the income they generated rather than the funding provided by the Council. PCC wanted to invest in facilities such as coffee shops that would increase this income. PCC would then look to take a share of this increased income.
- Kingdom Private Enforcement would be employed, in a pilot role initially, to curb anti-social behaviour, and would be able to issue notices for low level offences. Kingdom and the Council would share the income from this.
- When the contract with Amey finished, some services would be transferred to existing contractors so that time could be taken to fully review contract specifications before going out to tender. Savings could be made by increasing the recycling levels in the City and therefore reducing waste and landfill costs.
- Orton Waterville Parish had previously requested to take on the responsibility for the management of their open spaces but were told they wouldn't be able to because of the contract in place with Amey. They expressed a desire to take back the management, now that the contract had finished, rather than it be reallocated by the Council.
- Normally the assets that were sold were the ones that were no longer being used. However some properties that once generated income were now being sold because their income stream had dried up and further investment could not be justified.
- The Government set the business rates and also determined what relief there would be, if any. Businesses that ceased trading tended to be offset by new businesses coming through.

- The Combined Authority had a completely separate budget that came from Central Government. The considerable amount of officer time spent on setting up the Combined Authority was charged back to the Combined Authority and the City Council was reimbursed for it. In the future the Combined Authority would be able to raise a small amount of money from setting its own council tax.
- There were no proposals as part of this Budget to amend or reduce the grant for burial and recreation grounds. At least a year's notice had been given in the past if any grants had been withdrawn.
- Council Tax could be increased further by means of holding a simple majority referendum but this action was not recommended as these referendums were usually overwhelmingly rejected and the Council incurred the additional costs of holding them.
- The extra 3% Adult Social Care Precept had not solved the Adult Social Care funding problem and the Council had had to put in extra resources to maintain services. Community Support Intervention would be a great way of helping and potentially reducing costs. Castor Parish as a pathfinder parish, had investigated a street warden system to look at how people may need help.
- The £7.5m investment in the Gladstone, Millfield and New England neighbourhoods was a one off capital amount that would be invested in community projects (after consultation with residents.) The Council wanted to create a strong sense of 'place', as there was in rural areas, so that going forward, the Community would come forward and deliver the project themselves. These neighbourhoods were recognised as areas that had needed investment for some time due to their high need/low life expectancy and high degree of anti-social behaviour. The Council needed to invest directly in these already developed City Centre areas as unlike other outlying wards, they had not received any new development contributions.
- It was noted that Story Barrs Field had a severe problem with fly-tipping as well as burnt out cars and rubbish being brought over from neighbouring houses.
- Regeneration of the Whitworth Mill area was to finally go ahead, with the engine sheds, which had listed building status, becoming new offices for the Council. The council had applied for grants for the Mill itself (part of which is listed) so that it could be developed into an Arts Centre /Digital Hub that would become a landmark building.

#### **ACTIONS AGREED:**

The Parish Council Liaison Members noted the report and agreed that:

1. That the Service Director and Councillor Walsh would feed back to Cabinet that Orton Waterville Parish would like to take on the responsibility for the management of their open spaces now that the contract with Amey had ended.
2. That the Community Capacity Assistant would request a response from Adrian Chapman, Service Director, Adult Services and Communities for Eye Parish Council, regarding the fly-tipping on Story Barrs field.
3. That the Community Capacity Assistant would put Community Support Intervention as an agenda item for the next Parish Council Liaison Meeting on 29 March 2017.

Date of Next Meeting: 29 March 2017

Meeting finished: 8.05pm