

Northborough Parish Council

www.northboroughpc.co.uk

Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

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Minutes of a Meeting of Northborough Parish Council

held on **Wednesday 9th September 2020** from **7.00pm**

by video link in accordance with Section 78 of the Coronavirus Act 2020.

DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

20.104 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Elaine Mann, Robert Chiva, David Aldwinckle

IN ATTENDANCE: Clerk Catherine Franks

20.105 APOLOGIES FOR ABSENCE were received and accepted from: Councillors Brian Spriggs (illness), Stewart Curtis (work commitments). Clerk advised that Cllr Spriggs had confirmed his wish to remain a councillor despite an absence of over six months; Proposed by Cllr Dadge, Seconded by Cllr Chiva and RESOLVED

20.106 PUBLIC FORUM – No members of the public in attendance

20.107 COUNCILLOR VACANCIES: No applications for co-option were received. Item carried forward

20.108 DECLARATIONS: Cllr Dadge declared an interest in a planning application (20.111) related to professional relationship with the architect. No other declarations of personal or pecuniary interest were received.

20.109 MINUTES of the PREVIOUS MEETING, HELD on Wednesday, 8th July 2020 were Proposed by Cllr Spinks, Seconded by Cllr Chiva and CONFIRMED as a true record

20.110 WARD COUNCILLORS or OTHER INVITED SPEAKERS: None in attendance

20.111 PLANNING, to consider planning applications:

111.1 20/00934/HHFUL: 12 Clare Road, single storey extension and partial demolition.... No comments proposed for consideration. It was Noted that plans had been amended since consultation opened

111.2 20/00966/HHFUL: 22 Clare Road, demolition of garage/store, erection of two storey and single storey side extension and single storey rear extension. No comments proposed for consideration

111.3 The Deepings Neighbourhood Plan: No representation proposed for consideration

20.112 CORONAVIRUS EMERGENCY

112.1 Clerk reported no relevant changes to legislation nor Coronavirus related actions since the last meeting

20.113 VILLAGE AMENITIES AND MAINTENANCE

113.1 Burial Grounds

- a) Clerk reported on recent cemetery activity, which included two interments, a query about a recent interment and order placed for the new noticeboard (ref Minute 19.121.2.b).
- b) Quotes received for the planned refurbishment of the churchyard path had been circulated. It was proposed by Cllr Chiva, Seconded by Cllr Dadge and RESOLVED to award the work to Peterborough Improvements at a cost of £3,800 exc VAT using stone colour of Autumn Quartz, subject to confirmation of the quoted value by the supplier and award of a faculty by the Diocese, which was expected to meet imminently. **ACTION - Clerk** to advise Churchwarden Polly Beasley.
- c) The instruction of Richard Harding Landscaping to level sunken graves as per Maintenance Contract Addendum and as advised by Burials Committee, at cost of £200.00 was Noted.
- d) No quote had been received for rectifying memorial stones made unsafe by subsidence, as

recommended by the Burials Committee. Item carried forward

- e) Councillors were advised of a higher than expected cost of materials for cemetery footpath refurbishment. Proposed by Cllr Spinks, Seconded by Cllr Mann and RESOLVED to approve the additional expenditure of £236.50 (ref Minute 20.85.1.d).

113.2 Green Space including playing field and verges

- a) Cllrs Spinks and Aldwinckle had met with GNFC to agree on location for reinstatement of the permanent goalpost. GNFC planned to carry out the work during September.
- b) Continuing anti-social behaviour on the playing field, including hazardous litter. The dumping of a picnic table in the dyke (possibly for the second time) was Noted and that many areas were experiencing similar issues. It was Proposed by Cllr Spinks, Seconded by Cllr Dadge and RESOLVED to purchase a small gift for Andrew Garford who had used his equipment to help remove the picnic table. **ACTION – Cllr Spinks** Discussion was held about the possibility of extending the Village Hall's CCTV cover via WiFi. **ACTION – Cllr Dadge** to investigate. Cllr Chiva raised the possibility of reinstating Neighbourhood Watch. Cllr Aldwinckle offered to liaise with the police about increasing patrols on playing field. **ACTION – Cllr Aldwinckle**
- c) Refurbishment of picnic tables. It was Noted that some sort of fixing (eg ground spikes) was required to deter people from moving the tables. Clerk reminded councillors that a list of materials and suppliers was required so an order could be placed as per Minute 20.85.2
- d) Cllr Aldwinckle reported that the GNFC presentation day held on the playing field on 5th September had seemed successful, with lower numbers than usual but properly run. A risk assessment had been submitted to and approved by the Clerk, Chair and Vice Chair in advance.
- e) An increase in the number of litter bins and signage was Proposed by Cllr Aldwinckle, Seconded by Cllr Mann and RESOLVED. **ACTION – Cllr Aldwinckle** to propose costed options at next meeting

113.3 Footpaths and Highways

- a) Complaints from residents about irresponsible/dangerous parking on Crowson Crescent were Noted and had been passed by Vice Chair to AcraBuild.
- b) A complaint made about flooding and debris on Church Street was Noted and had been reported to PCC by the Clerk. Issue partly resolved and awaiting Highways Inspection by PCC.
- c) The outcome of a report of tree encroachment on Lincoln Road (Glington) made by the Clerk to PCC was Noted, being that the encroachment was from private land, PCC liaising.
- d) Cllr Spinks reported flytipping on West side of Lincoln Road (Glington), reported to PCC and Cllr Peter Hiller chasing.
- e) It was Noted that the Chair and Vice Chair had attached chains to secure village planters where possible, one having been found in the middle of Deeping St James Road.

113.4 Village Hall: Clerk reported that following the council's decision to review and re-grant the lease on the Hall (Minute 20.37.1), work had been delayed due to Covid-19 and a further query had been raised over who should bear the cost, estimated at between £1,750 and £2,500 exc VAT plus disbursements. It was Proposed by Cllr Spinks, Seconded by Cllr Chiva and RESOLVED that the Council would contribute 50% of costs up to the higher estimate amount.

113.5 Assets & Amenities

- a) Phone box refurbishment: Proposed by Cllr Dadge, Seconded by Cllr Mann and RESOLVED to locate the donated phone box close to the shop on East Road, for use as a book exchange. **Cllr Dadge to lead** the project
- b) 3rd defibrillator: Proposed by Cllr Chiva, Seconded by Cllr Mann and RESOLVED to purchase a 3rd defibrillator for the Church Street area of the village at a cost of approximately £2,000. It had been confirmed that the equipment can be placed at Greens Garage. **Cllr Mann to lead** the project. **ACTION - Clerk** to update quote requests made in 2019.

20.114 EVENTS: A discussion was held about Christmas celebrations and the complications caused by Covid-19 restrictions to the tree lights switch-on event. Cllr Chiva commented that a tree was still needed as a minimum and councillors concurred. **ACTION – Cllr Dadge** to discuss with Lyn Steen and Margaret Sleet who have organised the event previously, with a proposal to be brought to the next meeting.

20.115 FINANCE AND GOVERNANCE

- 115.1 Arrangements for the Annual Village Meeting in the light of continuing Covid-19 restrictions: Clerk advised on transparency and a requirement for all electors to be able to attend; it was Proposed by Cllr Aldwinckle, Seconded by Cllr Spinks and RESOLVED to postpone the meeting indefinitely with the next meeting to be held in on 17th April 2021. The Local Authorities and Police and Crime Panel (Coronavirus) (Flexibility of Local Authorities and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 as amended on 3rd August apply.
- 115.2 The Finance Report dated 31st August 2020 was Proposed by Cllr Aldwinckle, Seconded by Cllr Spinks and RESOLVED
- 115.3 A discussion took place about items to be included in the budget for the year 2021/22. Clerk was briefed and will bring a draft budget to the next meeting for consideration.
- 115.4 It was noted that the new, accessible website design and .gov.uk domain were now 'live' and had been publicised. Councillors complimented the smooth process and new design and had received some positive comments from members of the public. Clerk was asked to thank the designer.
- 115.5 It was noted that the Council had been awarded a Small Business Grant due to the exemption of Northborough Cemetery from business rates. It was agreed to allocate the receipt to General Reserves
- 115.6 The attached schedule of receipts and payments was Proposed by Cllr Dadge, Seconded by Cllr Chiva and APPROVED, following discussion about a credit due from Richard Harding Landscaping (Minute 20.71.2)

20.116 REPORTS FROM COUNCILLORS AND CLERK:

- 116.1 Reports from councillors on portfolio of responsibilities and previous resolutions not covered elsewhere on the agenda.
- a) Nature Recovery Plan – Cllr Chiva reported that he had received information from Richard Astle about moving forward with a survey, and volunteers were now needed. **ACTION – Cllrs Chiva and Mann** to share names of Northborough Volunteer Network members as a starting point.
 - b) Neighbourhood Plan – Cllr Chiva reported that notes had been amended, simplifying the process, as result of a meeting with consultant. **ACTION – Cllrs Dadge and Chiva** to review and take forward.
- 116.2 External meetings, conferences and training – to note upcoming dates and receive reports. None.

20.117 CORRESPONDENCE RECEIVED

- 117.1 A further email from resident referring to tree removal at rear of 8 Castle Drive was Noted.
- 117.2 An email from Richard Astle asking for signature to a letter addressed to Cllr Marco Cereste was Noted and it was Agreed to participate. **ACTION - Clerk** to liaise with Chair

20.118 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 13th October 2020

The Meeting closed at 20:47

Abbreviations used in the Minutes:

GNFC – Glinton & Northborough Football Club
NCA – Northborough Community Association
PCC – Peterborough City Council
PChC – Parochial Church Council of St Andrews, Northborough

Receipts and Payments (20.115.6)

Schedule of Receipts:

- a) Northborough Community Association: cleaning contract (3 months), £1,133.52
- b) G Williams: burial fees, £600.00 (cheque)
- c) A Kent: burial fees, £755.00 (card)
- d) Northborough Community Association: cleaning contract, July 2020, £377.84
- e) Peterborough City Council: Small Business Rate Relief grant, £10,000 (Item 20.115.4)
- f) Peterborough City Council: Precept and grants, 2nd instalment, £19,655.00

Schedule of Payments:

- g) Staff Pay and Expenses for July 2020, £1,759.72
- h) HMRC: Employee/Employer NI for July 2020 £58.41
- i) NEST: Employee/employer pension contribution July 2020, £71.92 (direct debit)
- j) David Reed: gravedigging, £105.00 (recharged to deedholder)
- k) Lloyds Bank plc: monthly debit card fee, £3.00 x 2 (auto card)
- l) Microsoft: MS Office annual subscription, £85.79 (auto card)
- m) HP Print: ink subscription for printer, £7.99 x 2 (auto card)
- n) Takepayments: monthly subscription for card receipts scheme, £20.40 x 2 (direct debit)
- o) Barclaycard: monthly card receipts scheme fee, £5.81, July (direct debit)
- p) Barclaycard: monthly card receipts scheme fee, £6.08, August (direct debit)
- q) David Reed: gravedigging, recharged to relative, £105.00
- r) Richard Harding: Grounds Maintenance churchyard, cemetery etc, July 2020, £482.50.
- s) Richard Harding: Grass cutting playing field, July 2020, £200.00
- t) Richard Harding: Grass cutting verges, July 2020, £300.00
- u) Viridor Waste Management: Waste removal July 2020, £43.18
- v) Staff Pay and Expenses for August 2020, £1,422.34
- w) HMRC: Employee/Employer NI for August 2020 £NIL
- x) NEST: Employee/employer pension contribution August 2020, £47.60 (direct debit)
- y) Richard Harding: Grounds Maintenance churchyard, cemetery etc, August 2020, £482.50.
- z) Richard Harding: Grass cutting playing field, August 2020, £200.00
- aa) Richard Harding: Grass cutting verges, August 2020, £250.00 (incl agreed credit)
- bb) Viridor Waste Management: Waste removal August 2020, £43.18
- cc) Eyelid Productions Ltd: design & development of new website, £700.00
- dd) Hunt & Coombs Solicitors: balance of professional charges, £86.80
- ee) The Parish Noticeboard Company: supply only cemetery noticeboard, £1,482.00
- ff) SLCC: Clerk annual membership, £126.00
- gg) Richard Harding: removal of compost area from churchyard, £200.00 (Minute 20.85.1)
- hh) Richard Harding: additional cemetery work, £1,431.50 (Minute 20.85.1, Item 20.113.1)
- ii) Anglian Water Business: cemetery water bill, £13.36