

Meeting of Northborough Parish Council held on Wednesday 8th December 2021 from 7.00pm, at Northborough Village Hall

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

MEMBERS PRESENT: Chair John Dadge. Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Graham Fowkes, Tracy Thomas, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks, two members of public

APOLOGIES FOR ABSENCE: Councillor Robert Chiva, illness

21.146 PUBLIC FORUM:

Ref. 21.152.1 – Applicants at 63 Lincoln Road commented on their planning application which had previously been refused due to being outside the village envelope. They outlined the intended use (for hobbies) and revised application for change to residential use. They responded to questions by the Chair who thanked them for attending.

21.147 DECLARATIONS of INTEREST: None

21.148 MINUTES OF THE PREVIOUS MEETING, held on 10th November 2021 were Proposed by Cllr Spinks, Seconded by Cllr Spriggs, RESOLVED as a true record and signed by the Chair.

21.149 COUNCILLOR VACANCIES: No applications received, item carried forward.

21.150 RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None

21.151 PLANNING: Planning applications considered:

151.1 *21/01829/FUL: 63 Lincoln Road*, change of use of land to residential and construction of barn type outbuilding. Chair noted that no objections had been submitted to date by neighbours. It was Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED to re-submit the council's previous comment with additions broadly in support of the application but expressing concern if a precedent were set for building outside the village envelope.

151.2 *21/01726/HHFUL: 82 Church View*, two storey extension involving demolition of rear conservatory. Similar to earlier application on which the council had commented; no objection or further comment proposed.

The outcome of a planning application was Noted:

151.3 *21/00922/HHFUL: 32 Lincoln Road*, revised plans, Permitted.

21.152 GOVERNANCE:

152.1 Appointment of Canalbs Ltd as internal auditor for the year 2021/22 was Proposed by Cllr Spinks, Seconded by Cllr Malcolm and RESOLVED. It was Noted that the council would need to seek a new internal auditor for 2022/23 due to the anticipated retirement of the incumbent.

152.2 Dates of council and committee meetings for 2022 were Noted as second Wednesday of the month except August for council meetings and fourth Monday of February, June and September for burials committee meetings. A list of dates to be circulated and published.

152.3 One purchase made under Delegated Powers between meetings was Noted:

a) Leaf fall removal from churchyard and cemetery, £75.00.

21.153 VILLAGE AMENITIES and MAINTENANCE:

153.1 *Burial Grounds:* Chair and Cllr Spriggs reported on further progress with the cemetery footpath

refurbishment. Clerk advised that the contractor had requested advance payment of his final amount due to the increased cost of materials. It was Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED to meet the request, subject to a guarantee of urgent completion of the work.

153.2 *Village Hall and Car Park*: Clerk advised that the new Village Hall lease was still outstanding with a response on proposed amendments to the final draft awaited from the other party's solicitor.

21.154 **COMMUNITY, COMMUNICATION and EVENTS:**

154.1 A proposal for printing of flyers to attract volunteers had been put forward by Cllr Chiva. Councillors discussed two designs by resident Claire Noble and agreed on one, with amendments. Proposed by Cllr Spinks, Seconded by Cllr Fowkes and RESOLVED.

154.2 Chair reported on the Christmas lights switch-on event held on 28th November. It had been the first time that set up and the event had all taken place on one day, which went well and the event was very well attended. On behalf of the council he expressed thanks to everyone involved in the organisation before and at the event.

154.3 Reports on activity against community grants awarded were received:

a) On the Edge WI reported on very successful Scarecrow Trail event and thanked the council for its support. Councillors were very complimentary about the event, and were pleased to hear another was planned for 2022. It was Proposed by Cllr Dadge, Seconded by Cllr Spriggs and RESOLVED to allow the unspent grant funds to be retained by the WI and carried over for the next event.

b) Queen's Jubilee Street party: Cllr Thomas advised that there was little to report due to poor attendance at planning meetings. No funds had yet been paid and the item was carried forward.

21.155 **FINANCE:**

155.1 The finance report for the period ended 30th November 2021 was Noted and signed.

155.2 The attached schedule of receipts and payments was Proposed by Cllr Malcolm, Seconded by Cllr Spinks and Approved.

21.156 **REPORTS FROM COUNCILLORS AND CLERK:**

156.1 Clerk advised that the Project Actions Outstanding list had been updated and circulated. From the list: Noticeboards – potential suppliers had failed to quote on necessary refurbishment and it was Agreed that this would be carried out in-house. **ACTION – Clerk and Cllr Fowkes** to progress. CF and GF to work on in-house refurbishment of Perspex and magnetic boards Play equipment urgent work Chasing up on play surface and weld failure

156.2 Reports from councillors on portfolio of responsibilities and actions outstanding. List now circulated. JD updated on his outstanding items.

156.3 External meetings, conferences and training – to note upcoming dates and receive reports:

a) Parish Council Liaison Group – 1st December 2021 – TT attended, no decision on proposal forward and carried forward to next meeting.

b) Welland Footbridge meeting – 15th January 2022 (revised date) – JD to attend

c) PCC Police Commissioner's Virtual roundtable – 7th February 2022

21.157 **CORRESPONDENCE RECEIVED:**

157.1 Email from Delaine Bus Company regarding a potential claim for damage to a bus. Noted

21.158 The date of the **NEXT MEETING** was confirmed as Wednesday 12th January 2022

Meeting closed: 20:00

Abbreviations used in this Agenda:

PCC – Peterborough City Council

Schedule of Receipts and Payments (21.155.2)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 21.69.2), as a statutory obligation, or under delegated powers, with the relevant Minute shown against the item.

Receipts:

- a) Cookson: burial fees, £600.00
- b) Northborough Community Association: cleaning contract, November 2021, £386.50
- c) Amo La Pizza: trading licence, £20.00

Payments:

- d) Staff Basic Pay for November 2021, £1,451.21 (paid by standing order)*
- e) Lloyds Bank plc: monthly debit card fee, November 2021, £3.00 (auto card)*
- f) HP Print: ink subscription for printer, November 2021, £9.99 (auto card)*
- g) Takepayments: monthly subscription for card receipts scheme, November 2021, £20.40 (direct debit)*
- h) Barclaycard: monthly card receipts scheme fee, November 2021, £5.81 (direct debit)*
- i) Gala Tent Limited: Marquee and accessories, £498.92
- j) AM Kreative Media Limited: Christmas flyers, £80.40
- k) Rebecca Ap Gwyn: freelance administrative work, £175.00
- l) NEST: Employee/employer pension contribution November 2021, £54.56 (direct debit)*
- m) Staff Overtime less statutory deductions November 2021, £80.23
- n) HMRC: Employee/Employer NI for November 2021, £1.55
- o) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- p) Richard Harding: Additional maintenance, leaf fall removal, £75.00.
- q) Richard Harding: Cemetery footpaths final payment, £845.50
- r) Anglian Water Business: Cemetery water supply, £2.22