

Minutes of a meeting of **Northborough Parish Council** held on **Wednesday 9th February 2022** 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, Tracy Thomas, Graham Fowkes, Robert Chiva, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks, Resident Hayley Flaxman

22.14 PUBLIC FORUM: None

22.15 THE DEATH OF FORMER COUNCILLOR ROGER LORD was Noted and a Minute's silence was led by the Chair. Chair reflected on Roger's time as long-term resident of Northborough, very well-known and active on the council, having driven forward a lot of initiatives, including daffodil planting and the establishment of a footpath alongside the school.

22.16 No DECLARATIONS OF INTEREST in items on the Agenda were made.

22.17 MINUTES OF THE PREVIOUS MEETING, held on 12th January 2022 were Proposed by Cllr Thomas, Seconded by Cllr Spriggs, Confirmed as an accurate record and signed by the Chair.

22.18 COUNCILLOR VACANCIES: Resident Hayley Flaxman was in attendance to apply for co-option to the council. She had moved to the village in 2021 after living in Newborough for 19 years. She had been a parish councillor at Newborough for two years, a member of Newborough's Parochial Church Council and governor of the local school, working for Peterborough City Council for 23 years. Co-option was Proposed by Cllr Spinks, Seconded by Cllr Chiva and RESOLVED. Having signed the Declaration of Acceptance of Office in the presence of the Clerk, Cllr Flaxman took part in the remainder of the meeting.

22.19 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None.

22.20 PLANNING:

20.1 22/00089/HHFUL: 26 Claypole Drive, Demolition of existing rear conservatory, part demolition of existing single storey rear extension to create a new single storey rear extension, ground floor front extension to create a porch and loft conversion with front and rear dormers. No comments proposed for submission.

20.2 22/00085/FUL: 1-2 East Road, First floor roof extension over shop to create 2No. two-bedroom flats and formation of new access for flat parking was Noted. The application had been received too late to be considered at this meeting. An extension to the deadline had been requested and the application to be brought to the next scheduled or extraordinary meeting.

20.3 A discussion was held about the Neighbourhood Plan for Northborough; Cllr Chiva outlined work still to be done and Chair commented on the possibility that data needed to be revisited. It was agreed to convene an informal group to review and recommend what steps to take next.

22.21 GOVERNANCE:

21.1 Purchase(s) made under Delegated Powers between meetings were Noted:

- a) Dog poo spray paint, £75.30 exc VAT
- b) Bin bags for litter picking, £55.85 exc VAT
- c) Additional materials to complete cemetery footpath refurbishment, £610.00.

21.2 A proposal for a Chairman's Allowance of £250.00 per annum was Proposed by Cllr Malcolm, Seconded

by Cllr Spinks and RESOLVED.

- 21.3 Clerk outlined a paper about the payment scheme set up for Northborough Volunteer Network at the start of the Covid-19 pandemic which had not been used but incurred banking fees. It was Proposed by Cllr Malcolm, Seconded by Cllr Thomas and RESOLVED to cancel all aspects of the scheme.

22.22 VILLAGE AMENITIES, MAINTENANCE and ENVIRONMENT:

- 22.1 Playing field: Action taken to date to resolve the damaged piece of gym equipment was Noted and it was Agreed to obtain local quotes for repair, the one received from the manufacturer being deemed too expensive.
- 22.2 John Clare Countryside Plan: A discussion was held about potential projects and it was Noted that a survey need to be carried out. Chair recommended indicating support for the proposed footpath from Werrington to Deeping Gate and reported on a recent meeting about the proposed Welland Footbridge which would form the end of that footpath. Cllr Malcolm to make contact with Sally-Ann Jackson.

22.23 COMMUNITY, COMMUNICATION and EVENTS:

- 23.1 Queen's Platinum Jubilee: Cllr Thomas reported on a Jubilee Committee meeting held the previous week where, due to the pub being closed, it had been decided to hold the event on the playing field. Some arrangements were already in place including music, a community choir and visit by the Mayor. The Committee was seeking volunteers to help with all aspects, including a Treasurer, and another meeting would held early in March. Further funding streams were being investigated and Cllr Flaxman offered her support.
- 23.2 Cllr Thomas outlined her proposal to purchase and display lamp post poppies and a statue of the unknown soldier for Remembrance Day each year. Cllr Spinks advised on the existing commemoration held by the church. Proposed by Cllr Thomas, Seconded by Cllr Chiva and RESOLVED to make the recommended purchases.

22.24 FINANCE:

- 24.1 The finance report for period ended 31st January 2022 was Noted and signed by Chair.
- 24.2 Receipts and payments according to the attached schedule were Proposed by Cllr Spinks, Seconded by Cllr Malcolm and Approved.
- 24.3 A direct debit mandate for payment of the annual ICO data protection registration fee was Signed.

22.25 REPORTS FROM COUNCILLORS AND CLERK:

- 25.1 To receive a verbal report from the Clerk. None.
- 25.2 Reports from councillors on portfolio of responsibilities and actions outstanding.
- Street furniture - Cllr Fowkes had selected possible benches to replace those outside the school. List to be provided to the Clerk to obtain quotes. A quote had also been received for refurbishment.
 - Nature Recovery Plan - Cllr Malcolm queried progress on commissioning a survey given expenditure budgeted for this financial year. Clerk to send contact details for PECT and Langdyke Trust to Cllr Malcolm to research. Discussion was held about links into the Neighbourhood Plan.
- 25.3 External meetings, conferences and training:
- Welland Footbridge meeting – see Minute 22.22.2.
 - Parish Council Liaison Group – Cllr Thomas reported on discussions held by the group about its administration being taken on by the Good Neighbours Rural Peterborough (GNRP) charity. It had been agreed that GNRP would administer for one year initially. There had also been a presentation on PCC's proposed budget and discussion about flytipping.

22.26 CORRESPONDENCE RECEIVED, the following were Noted:

- 26.1 Email about parking issues on East Road. Noted, both NPC and Highways Authority aware.
- 26.2 Email requesting inspection of a tree on Bill Wells' Corner (Clare Road/Claypole Drive). Noted, reported to PCC.

22.27 NEXT MEETING:

To confirm date of the next Council meeting, Wednesday 9th March 2022

Abbreviations used in these Minutes:
 ICO – Information Commissioner’s Office
 PECT – Peterborough Environment City Trust
 PCC – Peterborough City Council

Meeting closed 20:30

Schedule of Receipts and Payments (22.24.2)

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) Northborough Community Association: cleaning contract, January 2022, £386.50

Payments:

- b) Staff Basic Pay for January 2022, £1,451.21 (paid by standing order)*
 - c) Lloyds Bank plc: monthly debit card fee, January 2022, £3.00 (auto card)*
 - d) HP Print: ink subscription for printer, January 2022, £9.99 (auto card)*
 - e) Takepayments: monthly subscription for card receipts scheme, January 2022, £20.40 (direct debit)*
 - f) Barclaycard: monthly card receipts scheme fee, January 2022, £5.76 (direct debit)*
 - g) NEST: Employee/employer pension contribution January 2022, £51.78 (direct debit)*
 - h) Staff salary adjustments January 2022, £49.43
 - i) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50
 - j) Richard Harding: Cemetery refurbishment final balance incl additional materials, £738.00
 - k) Biffa Waste Management Ltd: cemetery waste, January 2022, £44.90
 - l) Meon UK: Tempo TP soft-term hi-vis marker paint, £90.36*
 - m) Amazon Marketplace: bin bags, £67.05*
 - n) ICO: Annual Data Protection fee, £40.00
 - o) Hunt & Coombs Solicitors: fee for village hall lease review, £1,250.00
 - p) Lyn Steen: expenses for Christmas celebrations, £155.00
 - q) Starboard Systems Ltd, Scribe Accounts and Cemetery software annual subscriptions, £907.20
- Items j), l), m) – Agenda item 22.21.1 refers. For item j) also see Minute 20.127.1