

Minutes of a Meeting of Northborough Parish Council held on **Wednesday 9th March 2022**
from **7.00pm** at Northborough Village Hall

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

MEMBERS PRESENT: Chair John Dadge, Councillors Brian Spriggs, Graham Fowkes, Tracy Thomas, Mark Malcolm. Vice Chair Malcolm Spinks from 19:23 (during Minute 35.4)

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Councillor Robert Chiva

NOT PRESENT: Councillor Hayley Flaxman

22.28 **PUBLIC FORUM:** None

22.29 No **DECLARATIONS OF INTEREST** were received.

22.30 **MINUTES OF THE PREVIOUS MEETING**, held on 9th February 2022 were Proposed by Cllr Thomas, Seconded by Cllr Fowkes, Confirmed as a true record and signed by the Chair.

22.31 **COUNCILLOR VACANCIES:** No applications were received for one vacancy open to co-option

22.32 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None

22.33 **GOVERNANCE:**

33.1 Continuance of NALC/CAPALC membership for the financial year 2022/23 was Proposed by Cllr Dadge, Seconded by Cllr Malcolm and **RESOLVED**.

33.2 Acceptance of an application from Amo La Pizza to trade on 23rd April and 28th May was Proposed by Cllr Thomas, Seconded by Cllr Malcolm and **RESOLVED**

22.34 **VILLAGE AMENITIES, MAINTENANCE and ENVIRONMENT:**

34.1 Councillors considered the possibility of applying for a recycling centre pass to assist residents now that bulky waste collections from the village had been suspended. It was confirmed that the pass had to be held by an individual, registered to a specific vehicle and cover a limited number of visits. Cllr Fowkes offered to investigate whether a second pass could be allocated to his van.

34.2 Cllr Malcolm reported on discussions about nature recovery held during a village walkabout with the Chair, and Project Manager and ecologist from PECT, to identify locations for further work. Positive comments were made about the areas planted so far, with PECT to come back with proposed ideas and planning structure. Opportunities existed for supply of appropriate plants and funding via PECT and Chair commented on the value of using their tried-and-tested communication and consulting skills. Discussion had also been held with Sally Jackson of Peakirk Parish Council who was asked for further information on her suggestions for footpath links.

34.3 A request from GNFC to install a second 10ft storage container (instead of a 20ft replacement container as approved in 2020, Minute 20.99.2.c) was Proposed by Cllr Dadge, Seconded by Cllr Spinks and **APPROVED**.

34.4 *Burial Grounds:* Chair reported on a recent Burials Committee meeting and in particular on a decision made to change the supplier of freelance services for digitisation of cemetery administration records. The other key issue resolved had been that of identifying space for cremated remains while avoiding the need to open up a new area.

34.5 *Playing field, damaged gym equipment:* Vice Chair reported that, on the advice of the council's

maintenance contractor, he had contacted the manufacturer of the equipment (Broxap) direct, following a disappointing response from the supplier (Sovereign). Unfortunately this had not been successful and Clerk was instructed to seek 2-3 quotes with relevant competence guarantees.

- 34.6 Quotes were considered for the two replacement benches agreed for Church Street and Cllr Fowkes presented photos with comments that prices were very different for similar specifications, with only one manufacturer offering the longer length currently in place. Proposed by Cllr Fowkes, Seconded by Cllr Spriggs and RESOLVED to order two Stanford seats (shorter length) with recycled slats from Glasdon, adding a previously agreed additional litter bin (Minute 21.123.3).

22.35 **QUEEN'S PLATINUM JUBILEE:**

- a) Cllr Thomas updated council on plans for the Queen's Jubilee celebrations. A further meeting of the Jubilee Committee had been held, with a Treasurer in place and the opening of a bank account imminent to receive the grant awarded by council. A trailer had been organised and two main acts and a DJ booked. Local groups were being consulted about their involvement and the aim was to recreate a street party atmosphere on the playing field, with children's activities in a dedicated area. Parking would be restricted to disabled-only and availability of the Village Hall, apart from toilets, had been confirmed. **ACTION** – Clerk to announce on the council's website and Facebook page
- b) It Proposed by Cllr Dadge, Seconded by Cllr Malcolm and RESOLVED to arrange the booking of waste removal from the event via the council's existing account with Biffa Waste Management. **ACTION** – Clerk to set up.

22.36 **PLANNING**, the following planning applications were considered:

- 36.1 *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. Councillors commented that they wanted to be broadly supportive but issues raised previously hadn't been addressed by the new proposal. Formal comment was drafted and Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED.
- 36.2 *22/01718/HHFUL: 45 Granville Avenue*, One-bedroom log cabin, retrospective. Comment Proposed by Cllr Dadge, Seconded by Cllr Malcolm and RESOLVED.
- 36.3 *22/00240/FUL: Land adjacent to 4 Church Farm Mews*, Proposed one-and-a-half storey, 3-bedroom dwelling with integral garage. Noted that the application was similar to but slightly larger than one approved in the last 12 months. No comment or objections.
- 36.4 *21/01596/HHFUL: 67 Lincoln Road*, Two storey side and rear extension, single storey rear extension and new porch – re-consultation. Considered previously, no further comment.
- 36.5 *22/00245/HHFUL: 23 Church Street*, Conversion of existing garage to habitable use involving alteration to elevations and installation of velux light. No comment or objections.

22.37 **FINANCE:**

- 37.1 The finance report for month ended 28th February 2022 was Noted and signed.
- 37.2 To the following amounts applicable for financial year commencing 1st April 2022 were Noted:
 - a) National Living Wage, £9.50 per hour.
 - b) Expenditure under Local Government Act 1972, Section 137, up to £8.82 per elector (1,138).
- 37.3 The schedule of receipts and payments attached was Proposed by Cllr Malcolm, Seconded by Cllr Spinks and Approved.
- 37.4 Conclusion of the NJC cost-of-living negotiations and pay award for period of 1st April 2021-31st March 2022, were Noted, to be backdated and implemented at year-end payroll.

22.38 **REPORTS FROM COUNCILLORS AND CLERK:**

- 38.1 Clerk reported on new queries that had been raised by the tenant's solicitor against a final draft of the new Village Hall lease issued in November. The council's solicitor will advise.
- 38.2 Reports from councillors: Chair reported that he'd been in touch with the brewery owner of the Packhorse pub and was advised on progress with finding a new tenant manager.
- 38.3 External meetings, conferences and training:
 - a) Peterborough Parish Conference, 8th June 2022. Noted

22.39 **CORRESPONDENCE RECEIVED:** None of note.

22.40 **NEXT MEETING:**

Date of the next Council meeting was confirmed as Wednesday 13th April 2022.

Meeting closed 20:56

Abbreviations used in these Minutes:

CAPALC – Cambridgeshire & Peterborough Association of Local Councils

GNFC – Glinton & Northborough Football Club

NALC – National Association of Local Councils

PCC – Peterborough City Council

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (22.37.3)

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) Allan: Burial deeds, £250.00
- b) J G Cross: memorial fee, £120.00
- c) Northborough Community Association: Northborough Volunteer Network fund £500.00 (Minute 22.21.3)
- d) Northborough Community Association: cleaning contract, February 2022, £386.50

Payments:

- e) Staff Basic Pay for February 2022, £1,451.21 (paid by standing order)*
- f) Staff salary adjustments February 2022, £153.18
- g) HMRC: PAYE/NI February 2022, £13.46
- h) NEST: Employee/employer pension contribution February 2022, £59.57 (direct debit)*
- i) Lloyds Bank plc: monthly debit card fee, February 2022, £3.00 (auto card)*
- j) HP Print: ink subscription for printer, February 2022, £9.99 (auto card)*
- k) Takepayments: monthly subscription for card receipts scheme, February 2022, £20.40 (direct debit)*
- l) Barclaycard: monthly card receipts scheme fee, February 2022, £5.76 (direct debit)*
- m) CAPALC: Annual affiliation fee NALC/CAPALC, 2022/23, £508.76
- n) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- o) Biffa Waste Management Ltd: cemetery waste, February 2022, £44.90*
- p) Anglian Water Business: cemetery water supply, £14.77
- q) Jubilee Committee: Fund for Jubilee celebration event, £5,000.00