

Minutes of a Meeting of Northborough Parish Council held on **Wednesday 13th April 2022** from **7.03pm** at Northborough Village Hall

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Tracy Thomas, Graham Fowkes, Brian Spriggs. Councillor Mark Malcolm from 19:12 (Item 22.46.4)

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: None

NOT PRESENT: Councillors Robert Chiva, Hayley Flaxman

22.41 **PUBLIC FORUM:** None

22.42 **DECLARATIONS:** Cllr Thomas declared an interest in Item 22.49 as Chair of the Jubilee Committee.

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

22.44 **COUNCILLOR VACANCY:** No applications received for one vacancy open to co-option.

22.45 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKER:** None

22.46 **PLANNING**, to consider planning application(s):

46.1 *22/00370/HHFUL: 28 Claypole Drive*, proposed single storey front extension to create new porch and proposed first floor side extension and conversion of attached garage to habitable use. Considered to be in character and keeping. No objection or comment proposed.

46.2 *22/00275/FUL: Land Along the Proposed 95 Kilometre Grantham To Bexwell Pipeline Route* - Proposed hybrid planning application for the proposed Grantham to Bexwell Pipeline Scheme with full planning consent sought for a proposed 95 kilometre pipeline and 4 kilometre spur. Noted that it runs through the parish but doesn't particularly impact. No comment proposed.

46.3 *22/00085/FUL, 1-2 East Road*, Proposed roof extension over shop, etc, re-consultation. Further comment was agreed for submission with exception of one councillor who supported the application.

46.4 *Outcome of 21/01829/HHFUL: 63 Lincoln Road*, was Noted as refused.

22.47 **GOVERNANCE:**

47.1 The Annual Governance Statement for 2021/22 was Proposed by Cllr Malcolm, Seconded by Cllr Thomas, RESOLVED and signed by the Chair and Clerk.

47.2 The council's Asset Register at end of year 2021/22 was Noted. Councillors also noted additions since end of year of two benches and one litter bin, and return of a telephone box to the donor.

47.3 Arrangements for the Annual Village Meeting, previously announced as Saturday 14th May 2022 from 10.00 to 12.00 at the Village Hall were Confirmed; Clerk to publish details and issue invitations.

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

48.1 *Northborough Environmental Projects Plan:* Council agreed to support a range of initiatives as presented by Cllr Malcolm: 1) Proposed environmental project locations; 2) John Clare Countryside Trail; 3) Preservation and enhancement of the Fen Edge landscape.

Communications to be moved forward as proposed, with specifics and proposed expenditure to be moved at a further meeting.

- 48.2 *Damaged gym equipment:* Clerk reported that the damaged piece of gym equipment had been repaired and reinstated by Richard Harding Landscaping.
- 48.3 An additional monthly charge requested against the existing grass cutting contract to compensate the contractor for a change in legislation against rebated diesel fuel (£100 per month) was Proposed by Cllr Spriggs, Seconded by Cllr Dadge and RESOLVED.
- 48.4 *Council powers and instructions to contractors.* Clerk expressed concern in relation to Minute 48.2 that the work had been carried out without a written quote or instruction from the council. There appeared to have been confusion about authority to instruct work and agree to payment, which rests solely with the Clerk on behalf of the council, using delegated powers where necessary. **ACTION - Chair** to have a discussion with the contractor. It was further Noted how important the council's relationship was with its largest contractor, who carried out a high quality of work, but that this was insufficient reason to act without proper instruction or for councillors to instruct without powers to do so.
- 22.49 **QUEEN'S PLATINUM JUBILEE:**
- 49.1 A motion to withdraw the offer of a grant to an outside organisation, with council to complete plans for a Jubilee event itself was Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED.
- 49.2 Responsibilities and procedures in line with a written proposal and its notes, that ensure project completion led by Cllr Thomas within powers delegated to her by the council, was Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED.
- 49.3 Cllr Thomas updated on progress with many arrangements now in place, including activities run by several local groups. A flyer was ready to be distributed to all households with the main need being for volunteers to come forward to help make the event a success. Next planning meeting to be held alongside councillors' working group on 25th April.
- 22.50 **FINANCE:**
- 50.1 The monthly finance report dated 31st March 2022 was noted and signed.
- 50.2 The Annual Accounting Statement for 2021/22 was Proposed by Cllr Spinks, Seconded by Cllr Malcolm and RESOLVED. Councillors noted the accompanying Explanation of Variances which included a much lower Precept amount than demanded, due to an accounting error by PCC. **ACTION – Clerk** to request a statement from PCC to acknowledge and explain the error, which would also result in the appearance of a significant increase in the precept for 2022/23.
- 50.3 Amendments to standing orders for staff pay, in line with Minute 22.37.2.a were approved by Cllr Thomas, Seconded by Cllr Spriggs and RESOLVED.
- 50.4 The attached Schedule of Receipts and payments was Proposed by Cllr Malcolm, Seconded by Cllr Thomas and APPROVED.
- 22.51 **REPORTS FROM COUNCILLORS AND CLERK:**
- 51.1 Clerk's report:
- A transfer from current to deposit account would be brought to the next meeting due to the high level of reserves and to take advantage of an increase in the rate of interest.
 - Notification had been received of a blocked soakaway in St Andrews Churchyard. Awaiting more information from the PChC as part of a wider drainage survey.
 - A request had been received from a contractor for access through the new locked bollards on Lincoln Road at Deeping Gate – referred to PCC Highways.
 - News received that 1st Northborough Guides would close as no longer viable, despite recent efforts including funds awarded by the council.
- 51.2 Reports from councillors on portfolio of responsibilities and list of actions outstanding. None.
- 51.3 External meetings, conferences and training:
- Parish Council Liaison Group, 13th April 2022. Cllr Malcolm had attended part of the meeting to update on a Ukraine refugee hosting liaison initiative, working with Cate

- Harding of GNRP. PCC's new CEO Matt Gladstone was introduced to the group.
- b) Peterborough Parish Conference, 8th June 2022. Chair confirmed he would attend.

22.52 CORRESPONDENCE RECEIVED:

- 52.1 Email complaint about the new footpath surface at the cemetery. Clerk had replied, no further response proposed.
- 52.2 Request for CPR/defibrillator training following a recent incident. Clerk to set up information on the website and St Johns Ambulance had been asked to offer demonstrations as part of their presence at the Jubilee event. No other training considered helpful at the current time.
- 52.3 Report of drug use behind the village hall, CCTV checked and passed to the police. Noted.

22.53 NEXT MEETING:

Date of the next Council meeting was confirmed as Wednesday 11th May 2022. This will be the Annual Meeting of the Council.

Meeting closed 20:52

Abbreviations used in these Minutes:

GNPR - Good Neighbours Rural Peterborough

PCC – Peterborough City Council

PChC – Parochial Church Council

Schedule of Receipts and Payments (22.50.4)

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. Items marked ^ relate to the Jubilee party in the park event and are paid under powers delegates at Minute 22.49.

Receipts:

- a) Rice: Burial fees, £65.00
- b) Northborough Community Association: cleaning contract, February 2022, £381.34
- c) Unity Trust Bank: deposit account interest, £14.77
- d) Peterborough City Council: Precept and grants 1st instalment, £22,166.16

Payments:

- e) Staff Basic Pay for March 2022, £1,451.21 (paid by standing order)*
- f) Staff salary adjustments March 2022, £249.25
- g) HMRC: PAYE/NI March 2022, £39.80
- h) NEST: Employee/employer pension contribution March 2022, £67.02 (direct debit)*
- i) Lloyds Bank plc: monthly debit card fee, March 2022, £3.00 (auto card)*
- j) HP Print: ink subscription for printer, March 2022, £9.99 (auto card)*
- k) Takepayments: monthly subscription for card receipts scheme, March 2022, £20.40 (direct debit)*
- l) Barclaycard: monthly card receipts scheme fee March 2022, £5.76 (direct debit)*
- m) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- n) Biffa Waste Management Ltd: cemetery waste, March 2022, £6736*
- o) John Dudge: Chairman's allowance 2022/23, £250.00 (Minute 22.21.2)
- p) Unity Trust Bank: current account quarterly fee, £18.00
- q) Orion Business Centres Ltd: burial records transfer, £280.80
- r) Richard Harding: Repair to gym equipment, £300.00
- s) Richard Harding: Additional cost for change to rebated diesel, £100.00
- t) Broxap Ltd: Litter bin for Paradise Lane, £397.14
- u) Euroloos: temporary toilets for Jubilee event, £648.00^
- v) Nationwide Amusements Ltd: fairground amusements for Jubilee event (deposit), £540.00^
- w) Glasdon UK Limited: new benches, £2,560.85