

To All Members of the Council:

You are hereby summoned to attend the **Annual Meeting of Northborough Parish Council** to be held on **Wednesday 11th May 2022** starting at **7.00pm**, at Northborough Village Hall, Cromwell Close, Northborough PE6 9DP.

Members of the public and media representatives are welcome to attend. Please bring a face mask and observe Government guidelines on hygiene and social distancing. Numbers may be restricted.



Catherine Franks, Clerk

AGENDA

ATTENDANCE and APOLOGIES FOR ABSENCE

22.54 ELECTIONS AND DECLARATIONS OF OFFICE

- 54.1 Election of Chair for the year 2022/23
- 54.2 Election of Vice-Chair for the year 2022/23
- 54.3 Signing of Declaration of Acceptance of Office by Chair and Vice-Chair

22.55 DECLARATIONS OF INTEREST

- 55.1 Submission of any amended Declarations of Member's Interests forms.
- 55.2 To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.

22.56 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 13th April 2022

22.57 PUBLIC FORUM

Members of the public to comment on any item on the Agenda; standing orders permit 15 minutes total

22.58 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

22.59 COUNCILLOR VACANCIES:

- 59.1 To note the resignation of Councillor Hayley Flaxman.
- 59.2 Notice of the Casual Vacancy having been published, to consider any applications received for co-option of up to two councillors.

22.60 COUNCILLOR RESPONSIBILITIES: To confirm portfolio of responsibilities for the year 2022/23.

22.61 COMMITTEES AND WORKING PARTIES – To confirm membership and re-adopt Terms of Reference for:

- 61.1 Burial Grounds Committee
- 61.2 Working Parties – a) General; b) Finance and Governance.

22.62 APPOINTMENT TO OUTSIDE BODIES: To agree parish council representation on:

- 62.1 Village Hall Management Committee
- 62.2 Police Liaison Groups and Neighbourhood Watch
- 62.3 Parish Council Liaison Group (PCC/GNRP)

62.4 Peterborough Parish Council Forum (CAPALC)

22.63 SCHEDULE OF COUNCIL MEETINGS:

- 63.1 To re-confirm dates and venue of scheduled council meetings (as second Wednesday of every month except August, starting at 7.00pm).
- 63.2 To confirm arrangements for hosting of Annual Village Meeting 14th May 2022.
- 63.3 To agree potential date options for the Annual Village Meeting 2023.

22.64 REGULATORY DOCUMENTS: To adopt or re-adopt:

- 64.1 Standing Orders
- 64.2 Financial Regulations
- 64.3 Code of Conduct (new)
- 64.4 Emergency Delegated Powers

22.65 REVIEW OF ASSET REGISTER AND INSURANCE COVER

- 65.1 To note current Asset Register for insurance purposes.
- 65.2 To note renewal of insurance policy agreement for second year of three-year long-term agreement, to include insurance for Jubilee event at no additional cost.

22.66 PLANNING, to consider planning applications:

- 66.1 22/00430/HHFUL: 3 Lincoln Road, Single storey rear extension
- 66.2 22/00552/HHFUL: 24 Church View, Single storey rear extension and single storey front extension to connect dwelling to detached garage involving demolition of rear conservatory

22.67 VILLAGE AMENITIES AND MAINTENANCE:

- 67.1 Playing field:
 - a) To approve and sign the contract for 2022/23 with Glinton & Northborough Football Club for use of the playing field.
 - b) To consider a request from PChC (SOS St Andrews) to run a Dog Show on Saturday 16th July.
 - c) To approve the waiving of trading licence charges for approved events.
 - d) To note additional work around village hall, contracted under delegated powers, £100.
- 67.2 Street furniture: to note installation of two replacement benches in Church Street, one litter bin at Paradise Lane and agree disposal of old benches.
- 67.3 Bulky waste: To note the council's inclusion in a trial for a permit to the recycling centre and agree steps to promote the service to residents.

22.68 JUBILEE EVENTS:

- 68.1 Picnic on the Park: To receive an update on plans from Cllr Thomas.
- 68.2 Flower Festival: To consider an application for a grant of £500 towards the cost of materials.

22.69 FINANCE:

- 69.1 To approve the schedule of regular payments to suppliers for the ensuing year.
- 69.2 To approve a transfer from current to deposit account of £15,000.
- 69.3 To approve receipts and payments according to the attached schedule.

22.70 REPORTS FROM COUNCILLORS AND CLERK:

- 70.1 Reports from councillors on portfolio of responsibilities and actions outstanding.
- 70.2 Report from Clerk on items not covered elsewhere on the agenda.
- 70.3 External meetings, conferences and training – to note upcoming dates and receive reports:
 - a) Peterborough Parish Council Conference, 8th June – Chair attending.
 - b) Police and Crime Commissioner's Virtual Roundtable, 11th July.

22.71 CORRESPONDENCE RECEIVED:

- 71.1 Grass-cutting: Complaint Pasture Lane verges and a query about Paradise Lane.

22.72 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 9th June 2021

Abbreviations used in this Agenda:

CAPALC – Cambridgeshire & Peterborough Association of Local Councils

GNRP – Good Neighbours Rural Peterborough

NALC – National Association of Local Councils

PCC – Peterborough City Council

PChC – Parochial Church Council

Schedule of Receipts and Payments (22.69.3)

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

Receipts:

- a) Parker-Brown: Burial fees, £600.00
- b) Amo La Pizza: trading licence, £20.00
- c) Sarsby: Burial fees, £40.00 (cheque)
- d) Northborough Community Association: cleaning contract, April 2022, £411.63

Payments:

- e) Staff Basic Pay for April 2022, £1,451.21 (paid by standing order)*
- f) HMRC: PAYE/NI April 2022, £91.90
- g) Staff salary adjustments April 2022, £384.76
- h) NEST: Employee/employer pension contribution April 2022, £79.05 (direct debit)*
- i) Lloyds Bank plc: monthly debit card fee, April 2022, £3.00 (auto card)*
- j) HP Print: ink subscription for printer, April 2022, £9.99 (auto card)*
- k) Peterborough City Council: temporary events licence, £21.00 (card)^
- l) Takepayments: monthly subscription for card receipts scheme, April 2022, £20.40 (direct debit)*
- m) Barclaycard: monthly card receipts scheme fee April 2022, £5.76 (direct debit)*
- n) Richard Harding: Contracted grounds maintenance and grass cutting April 2022, £982.50*
- o) Richard Harding: Additional contract cost for change to rebated diesel April 2022, £100.00
- p) Biffa Waste Management Ltd: cemetery waste, April 2022, £67.36*
- q) Zurich Municipal Insurance: annual insurance premium, £826.12
- r) AM Kreative Media Ltd: Jubilee flyers and distribution, £86.40 ^
- s) AM Kreative Media: Annual Village Meeting flyers and distribution, £86.40
- t) Orion Business Centres Ltd: burial records transfer, £655.20
- u) HMRC: VAT refund Jan2021-Mar2022, £2,019.59
- v) Richard Harding: Leaf clearance and furniture reinstatement (village hall), £100.00