

Minutes of a Meeting of Northborough Parish Council held on **Wednesday 8th June 2022** from **7.00pm**, at Northborough Village Hall

DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

MEMBERS PRESENT: Vice Chair Malcolm Spinks, Councillors Graham Fowkes, Tracy Thomas, Brian Spriggs, Mark Malcolm, Robert Chiva

IN ATTENDANCE: Member of public Teresa Scott, Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Chair John Dadge (medical)

22.73 No **DECLARATIONS OF INTEREST** in items on the Agenda were received.

22.74 **MINUTES OF PREVIOUS MEETING**, HELD ON Wednesday, 11th May 2022 were Proposed by Cllr Thomas, Seconded by Cllr Fowkes, Confirmed as a true record and signed by the Vice Chair.

22.75 **PUBLIC FORUM:** Teresa Scott attended on behalf of the St Andrews SOS campaign to thank the council for its support of Parochial Church Council's flower festival, which enabled the campaign to raise funds of around £1,500. The whole event had been a great success, with high footfall and compliments from neighbouring church communities and Mrs Scott commented on the way that the various Jubilee events had helped bring the community together. Thanks were also expressed for being able to fundraise via a tombola at the Jubilee picnic. Mrs Scott left after this item, at 19:06.

22.76 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.** None

22.77 **COUNCILLOR VACANCIES:**

77.1 There were no applications to consider for co-option of up to two councillors, although an expression of interest had recently been received.

22.78 **GOVERNANCE:**

78.1 2023 Annual Village Meeting: This must be held by the parish annually between 1st March and 1st June. It was Agreed to approach the Village Hall for a preferred date of Saturday 20th May, with 13th May as an alternative, arrangements and timings similar to this year.

78.2 The following purchases made by the Clerk under delegated powers were Noted:

- a) Refreshments for Annual Village Meeting, via Jess Phillips and Clerk expenses, £35.50.
- b) Eyebury Nurseries, commemorative willow tree, £45.00.
- c) Materials for refurbishment of Funday banner, via John Dadge, £30.00.
- d) Northborough Art Group, art materials for Jubilee picnic entertainment, £88.71.

22.79 **PLANNING:** No planning applications were notified.

22.80 **VILLAGE AMENITIES AND MAINTENANCE:**

80.1 *Playing field:*

- a) Award of grass-cutting contracts from April 2023: It was Proposed by Cllr Chiva to follow due diligence as outlined in the council's Financial Regulations and seek three quotes for the work, including from the current contractor, Richard Harding Landscaping. A counter-proposal was made by Cllr Spriggs to remain with the current contractor without further quotes, due to the high quality of their work. After discussion, Cllr Chiva's proposal was Seconded by Cllr Thomas and **RESOLVED** by majority. Clerk was instructed to use the

existing schedules of work and seek references. Quotes to be considered at the council's meeting in September.

- b) An amended contract for 2022/23 with Glinton & Northborough Football Club for use of the playing field and now agreed and signed by the Club, was Proposed by Cllr Chiva, Seconded by Cllr Malcolm, RESOLVED and Signed by the Vice Chair.
- 80.2 *Storage*: Chair had investigated racking units for installation in the cemetery storage shed at a cost of up to £250, for purchase and installation within the next two months. This was Proposed by Cllr Chiva, Seconded by Cllr Malcolm and RESOLVED.
- 80.3 *Bulky Waste*: Cllr Fowkes and Clerk updated council on logistics of taking part in the Parish Council recycling centre permit trial. It was Agreed to ask residents to apply via the parish council website. **ACTION – Tracy Thomas** to provide the Clerk with form questions to check eligibility.
- 22.81 **QUEEN'S PLATINUM JUBILEE:**
 - 81.1 It was Proposed by Cllr Spriggs, Seconded by Cllr Malcolm and RESOLVED to approve retrospectively, the planting of a commemorative willow tree, the national tree of Ukraine. This had been ceremoniously planted by Peterborough City Councillor Peter Hiller during the Jubilee weekend.
 - 81.2 *Picnic on the Park*: A post-event report was made by Cllr Thomas, viz: Very wet weather led to using the contingency of moving the event into the village hall. Attendance was very good and no negative comments had been received at all, everyone deeming the event to be a great success. Cllr Thomas thanked all councillors who helped and the Clerk for facilitating due process. In their turn, councillors and the Clerk acknowledged Cllr Thomas's hard work to make the event a success, having found solutions to several challenges over months of organisation, and presented personal gifts to show their thanks.
- 22.82 **FINANCE:**
 - 82.1 The Clerk's financial report for year end 2021/22 was Noted and her recommended revisions to the budget for 2022/23 (ref. Minute 21.139.2), expenditure to be carried forward, and Reserves, were Proposed by Cllr Thomas, Seconded by Cllr Malcolm and RESOLVED. Cllr Malcolm undertook to set up a project schedule for working party discussions to ensure focused planning and timely expenditure in accordance with the agreed budget.
 - 82.2 The attached schedule of receipts and payments was Proposed by Cllr Malcolm, Seconded by Cllr Thomas and RESOLVED.
- 22.83 **REPORTS FROM COUNCILLORS AND CLERK:**
 - 83.1 *Reports from councillors:*
 - a) Cllr Malcolm reported that a walk of the proposed John Clare Countryside footpath route was planned with Sally Ann Jackson of Peakirk Parish Council. All councillors welcome, date to be confirmed.
 - 83.2 *Clerk's report:*
 - a) As a result of a repeated complaint about grass cutting on Pasture Lane, Vice Chair had been in email contact. It was Agreed to ensure that the contractor confirms each time work is completed and no further communication was necessary with the complainant.
 - b) Chair had reported a broken rail and rotten post to the extension car park railing. Richard Harding Landscaping has been instructed to carry out the necessary work, cost to be confirmed.
 - c) A meeting was held with the Internal Auditor (IA) on 24th May; verbal feedback confirmed that council governance had vastly improved in the last 3-4 years and councillors thanked the Clerk for the work involved in achieving this. Further improvements had been recommended and a formal IA report would be brought to the next meeting.
 - 83.3 External meetings, conferences and training: None to report
- 22.84 **CORRESPONDENCE RECEIVED:**

- 84.1 Comment from a resident about the purchase of replacement benches was Noted.
- 84.2 A complaint about fencing of private properties on Church Farm Mews was discussed. Clerk was instructed to reply by directing the complainant to planning enforcement at Peterborough City Council.

22.85 **NEXT MEETING:**

Date of the next Council meeting was Confirmed as Wednesday 13th July 2022

Meeting closed 20:12

Schedule of Receipts and Payments (22.82.2)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 22.69.1), 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) Glinton & Northborough Football Club: contribution to grass-cutting 2022/23 season, £600.00.
- b) Kinghorn: burial fees, £40.00.
- c) Northborough Community Association: cleaning contract, May 2022, £411.63
- d) Peterborough City Council: burials capital grant - cemetery footpath, £3,872.17

Payments:

- e) Staff Basic Pay for May 2022, £1,451.21 (paid by standing order)*
- f) HMRC: PAYE/NI May 2022, £15.66
- g) Staff salary adjustments May 2022, £226.28
- h) NEST: Employee/employer pension contribution May 2022, £63.63 (direct debit)*
- i) Lloyds Bank plc: monthly debit card fee, May 2022, £3.00 (auto card)*
- j) HP Print: ink subscription for printer, May 2022, £9.99 (auto card)*
- k) Takepayments: monthly subscription for card receipts scheme, May 2022, £20.40 (direct debit)*
- l) Barclaycard: monthly card receipts scheme fee May 2022, £5.76 (direct debit)*
- m) Richard Harding: Contracted grounds maintenance and grass cutting May 2022, £982.50*
- n) Richard Harding: Additional contract cost for change re rebated diesel May 2022, £100.00*
- o) J Phillips: reimburse expenses for Annual Village Meeting refreshments, £23.15* (paid, 22.77.2)
- p) Biffa Waste Management Ltd: cemetery waste, May 2022, £44.90*
- q) AM Kreative Media Ltd: Jubilee flyers and distribution, £86.40 ^
- r) Eyebury Nurseries: Jubilee commemorative tree, £45.00* (paid, 22.77.2)
- s) CloudNext Ltd: web and email hosting, 2022/23, £119.98*
- t) John Dadge: reimburse banner refurbishment expenses, £13.00^
- u) Northborough Art Group: art materials for Jubilee picnic activity, £88.71^
- v) Orion Business Centres: burial records transfer, £655.20
- w) Anglian Water Business: cemetery water bill, £21.71.