

To All Members of the Council:

You are hereby summoned to attend the **Annual Meeting of Northborough Parish Council** to be held on **Wednesday 13th July 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

22.86 DECLARATIONS OF INTEREST: To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.

22.87 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 8th June 2022

22.88 PUBLIC FORUM

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

22.89 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

22.90 COUNCILLOR VACANCIES:

90.1 To consider any applications received for co-option of up to two councillors.

22.91 GOVERNANCE:

91.1 To note the report of the Internal Auditor for year ending 31st March 2022.

91.2 To note purchases made by the Clerk under delegated powers:

a) Emergency repairs to children's play area fencing, £75.00

22.92 PLANNING, to consider planning applications:

92.1 22/00911/HHFUL: Old School House, 1 Lincoln Road, Conversion of garage/carport roof space to annex, including erection of external staircase and installation of dormer windows, rooflights and solar panels. Installation of solar panels to main dwelling.

22.93 VILLAGE AMENITIES AND MAINTENANCE:

93.1 To note current schedule of outstanding maintenance jobs.

93.2 Playing field: To note state of fence surrounding the children's play area and to consider options for repair/refurbishment/replacement.

93.3 Speed signs: To consider a proposal for purchase of solar-powered moveable vehicle-activated speed indicators to replace old models currently in situ.

93.4 Environmental projects: To consider:

a) Three motions leading to the help from volunteers to prepare and seed further grassed areas with wildflowers at a cost of £250 exc VAT.

- b) An additional motion to create a show area of the open space triangle at Deeping St James Road with seeding and bulb planting in consultation with PECT, cost £600 exc VAT.
 - c) To allow the placing of bird and bat boxes in trees on the playing field and other NPC-maintained green spaces.
- 93.5 Green Burial area: To note the Burial Committee's decision to allocate an area in the North West corner of the cemetery for 'green' burials and to consider a proposal for appropriate planting with the help of volunteers and in consultation with PECT, at a cost of £600 exc VAT.
- 22.94 QUEEN'S JUBILEE: To consider a proposal to install a commemorative plaque in the cemetery wall as for previous Jubilees, at a cost of £325 approx excl installation and VAT.
- 22.95 Exclusion of the Press and Public: To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the next item of business, the Press and Public be excluded from the Meeting.
- 22.96 To review an outstanding legal matter.
- 22.97 Re-Admittance of the Press and Public: To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting
- 22.98 FINANCE:
 - 98.1 To approve an increase to £250 of the single transaction value for use of the council credit card (see Financial Regulations 6.18, 6.20).
 - 98.2 To note the Finance report for quarter ending 30th June 2022.
 - 98.3 To approve receipts and payments according to the attached schedule.
- 22.99 REPORTS FROM COUNCILLORS AND CLERK:
 - 99.1 Reports from councillors on portfolio of responsibilities and actions outstanding.
 - 99.2 Report from Clerk on items not covered elsewhere on the agenda.
 - a) Use of playing field by football clubs.
 - 99.3 External meetings, conferences and training – to note upcoming dates and receive reports.
- 22.100 CORRESPONDENCE RECEIVED:
 - 100.1 Enquiry about using the playing field for a classic car show in 2023.
- 22.101 NEXT MEETING: To confirm date of the next Council meeting, Wednesday 14th September 2022

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (22.98.3)

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.

No VAT is charged against receipts. Any VAT included in payments is reclaimed annually at year end. Where no VAT indicated, it was not charged by the supplier.

Receipts:

- a) John Lucas Funeral Directors: burial fees, £275.00
- b) Northborough Community Association: cleaning contract, June 2022, £411.63
- c) Unity Trust Bank: quarterly deposit account interest, £31.28

Payments:

- d) Staff Basic Pay for June 2022, £1,451.21 (paid by standing order)*
- e) HMRC: PAYE/NI June 2022, £NIL
- f) Staff salary adjustments June 2022, £71.67
- g) NEST: Employee/employer pension contribution June 2022, £52.69 (direct debit)*
- h) Orion Business Centres Ltd: burial records transfer project, £382.18 inc VAT
- i) Canals Ltd: Internal audit report, £166.17
- j) Lloyds Bank plc: monthly debit card fee, June 2022, £3.00 (auto card)*
- k) HP Print: ink subscription for printer, June 2022, £9.99 inc VAT (auto card)*
- l) Takepayments: monthly subscription for card receipts scheme, June 2022, £0.68 (direct debit)*
- m) Barclaycard: monthly card receipts scheme fee June 2022, £5.76 (direct debit)*
- n) Dropbox: annual subscription data cloud storage, £95.88 inc VAT (auto card)*
- o) Unity Trust Bank: quarterly current account banking fee, £18.00*
- p) Richard Harding: Contracted grounds maintenance and grass cutting June 2022, £982.50
- q) Richard Harding: Additional contract cost for change to rebated diesel June 2022, £100.00
- r) Richard Harding: Emergency repairs to children's play area fencing, £75.00
- s) Biffa Waste Management Ltd: cemetery waste, June 2022, £44.90 inc VAT*
- t) Biffa Waste Management Ltd: waste bins for Jubilee event, £144.00 inc VAT
- u) BigDUG Limited: shelf racking for shed (Minute 22.80.2), £233.99 incl VAT
- v) John Dadge: Jubilee expenses – materials for stage steps, £54.18

Items t) and u) ordered under powers delegated at Minute 22.49 for the Jubilee Party on the Park