

To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 14th September 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

POSTPONED TO MONDAY 26TH SEPTEMBER 2022

AGENDA

ATTENDANCE and APOLOGIES FOR ABSENCE

PUBLIC FORUM

Members of the public are invited to comment at this point on any item on the Agenda; standing orders permit 15 minutes in total for this item

22.102 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 13th July 2022

22.103 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to two councillors.

22.104 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.

22.105 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

22.106 GOVERNANCE:

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

- a) Provision of temporary toilets for community event (Shakespeare play) run by SOS St Andrews, £270.00 exc VAT.
- b) Removal of broken fence behind the Village Hall, £80.00.
- c) Cost of engraving Jubilee memorial plaque agreed at Minute 22.94, £161.00 exc VAT
- d) Urgent repairs to play area fencing, ref Minute 22.93.2, £425.00.
- e) Repairs to extension car park fence as quoted between meetings and instructed by Chair, £380.00.
- f) Emergency work to stabilise gym equipment due to dry weather, instructed by Chair £TBA
- g) Ashes plot marker stones for cemetery, ref Minute BC22.6.b, £88.00.
- h) Installation of new bin at Paradise Lane ref Minute 21.123.3, £75.00.
- i) Levelling of two graves under Maintenance Contract Addendum, £75.00.
- j) Padlock for cemetery shed, instructed by Chair, £19.79 incl VAT.

106.2 To provide guidance to the Clerk on the nature of acceptable purchases to be made under delegated powers.

106.3 To note Councillor Spriggs' decision temporarily to step back from his responsibilities and to reallocate these to other members.

106.4 To note the resignation of the Clerk and agree plans for recruitment of her replacement.

22.107 PLANNING, to consider planning applications:

- 107.1 22/01021/HHFUL 22/01022/LBC: 54 Church Street: Increase chimney / pot height from 1.5 metres to 1.8 metres to comply with HETAS regulations.
- 107.2 22/00847/HHFUL: 2, 3 and 4 Church Farm Mews, erection of a boundary fence along the eastern side of three adjacent properties... (no notification received).
- 107.3 22/01174/HHFUL: 32 Lincoln Road, Construction of garage, loft conversion with side dormer, front porch, rear single storey extension and re-tile existing roof with brick to front.

22.108 VILLAGE AMENITIES AND MAINTENANCE:

108.1 To consider quotes received for grounds maintenance/grass cutting contracts from 1st April 2023.

108.2 Playing field:

To note the following incidents reported to the police:

- a) An assault and associated anti-social behaviour (July).
- b) Theft of a picnic table (August).

To consider proposals for the playing field

- c) To cover part of the rear mound in turf, cost £375.00.
- d) For additional work on the wildflower meadow area.

108.3 Street furniture:

- a) To consider a resident's request to have a memorial bench installed at Nine Bridges.
- b) To agree action to be taken over a broken bench on corner of Deeping St James Road and Lincoln Road.
- c) To consider a proposal for donation of one redundant bench on Church Street (amendment to Minute 22.67.2).

108.4 To note current schedule of outstanding maintenance jobs.

22.109 FINANCE:

- 109.1 To note the Finance report for period ending 31st August 2022.
- 109.2 To consider a recommendation from the Burials Committee for expenditure on a new Green Burials area of up to £5,000, Minute BC22.19 (to include £600 agreed at Minute 22.93.6).
- 109.3 To approve receipts and payments according to the attached schedule.

22.110 REPORTS FROM COUNCILLORS AND CLERK:

- 110.1 Reports from councillors on actions outstanding.
- 110.2 Report from Clerk on items not covered elsewhere on the agenda.
- 110.3 External meetings, conferences and training – to note upcoming dates and receive reports.

22.111 CORRESPONDENCE RECEIVED:

- 111.1 Enquiry from GNRP about befriending referrals.
- 111.2 Request from a resident for permission to access a boundary via the playing field for tree work – granted by the Clerk.

22.112 NEXT MEETING: To confirm date of the next Council meeting, Wednesday 12th October 2022

Abbreviations used in this Agenda:

GNRP – Good Neighbours-Rural Peterborough

TBA – to be advised

Schedule of Receipts and Payments (22.109.3)

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. Contracted and salary payments due in August were paid prior to the meeting.

Receipts:

- a) Northborough Community Association: cleaning contract, July 2022, £411.63
- b) R J Scholes (Central England Co-op): burial fees, £275.00
- c) C N Spriggs: burial fees, £500.00
- d) Northborough Community Association: cleaning contract, August 2022, £411.63

Payments:

- e) Trade UK (Screwfix): Sanding equipment (21.23.3.c), £215.47 incl VAT
- f) Trade UK (Screwfix): Padlock for shed (22.106.1.j), £19.79 incl VAT
- g) SLCC: Annual membership subscription, £144.00*
- h) Staff Basic Pay for July 2022, £1,451.21 (paid by standing order)*
- i) HMRC: PAYE/NI July 2022, £49.36
- j) Staff salary adjustments July 2022, £286.12
- k) NEST: Employee/employer pension contribution July 2022, £70.21 (direct debit)*
- l) Biffa Waste Management Ltd: cemetery waste, July 2022, £44.90 inc VAT*
- m) Lloyds Bank plc: monthly debit card fee, June 2022, £3.00 (auto card)*
- n) HP Print: ink subscription for printer, June 2022, £9.99 inc VAT (auto card)*
- o) Richard Harding: Contracted grounds maintenance and grass cutting June 2022, £982.50
- p) Richard Harding: Additional contract cost for change to rebated diesel June 2022, £100.00
- q) Richard Harding: Level two graves (22.106.i), £50.00
- r) Richard Harding: Install additional bin at Paradise Lane (22.106.h), £75.00
- s) Euroloos: Toilets for Shakespeare play event, (22.106.1.a) £324.00 incl VAT
- t) RBLI: Remembrance Tommy statue (22.23.2), £200.00 incl shipping and VAT (card)
- u) Branch Bros: cemetery plot markers (106.1.g) £230.00 (card)
NB. Incorrect product provided, £142.00 refunded to card
- v) Staff Basic Pay for August 2022, £1,451.21 (paid by standing order)*
- w) HMRC: PAYE/NI August 2022, £NIL
- x) Staff salary adjustments August 2022, £55.72
- y) NEST: Employee/employer pension contribution August 2022, £52.69 (direct debit)*
- z) Lloyds Bank plc: monthly debit card fee, June 2022, £3.00 (auto card)*
- aa) HP Print: ink subscription for printer, June 2022, £9.99 inc VAT (auto card)*
- bb) Richard Harding: Contracted grounds maintenance and grass cutting August 2022, £982.50
- cc) Richard Harding: Additional contract cost for change to rebated diesel August 2022, £100.00
- dd) Richard Harding: Repairs to play area fencing (22.106.1.d) £425.00
- ee) Richard Harding: Repairs to extension car park fencing (22.106.1.e) £380.00
- ff) Richard Harding: Remove broken fence from rear of Village Hal (22.106.1.b) £80.00
- gg) Orion Business Centres Ltd: burial records transfer project, £625.96 inc VAT
- hh) Biffa Waste Management Ltd: cemetery waste, August 2022, £44.90 inc VAT (direct debit)*
- ii) Anglian Water Business: cemetery water bill, £12.16