

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

Minutes of a **Meeting of Northborough Parish Council** held on **Monday 26th September 2022** from **7.00pm** at Northborough Village Hall. This was a meeting postponed from Wednesday 14th September 2022 due to the death of Queen Elizabeth II.

MEMBERS PRESENT: Councillors Tracy Thomas, Graham Fowkes, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Chair John Dadge (holiday), Vice Chair Malcolm Spinks (holiday), Councillors Robert Chiva (holiday), Brian Spriggs (ill health)

PUBLIC FORUM: None.

22.102 **ELECTION OF CHAIR:** Cllr Fowkes was Proposed as Chair of the Meeting by Cllr Thomas, Seconded by Cllr Malcolm, duly Elected and in these Minutes referred to as the Chair.

22.103 **MINUTES OF PREVIOUS MEETING,** held on Wednesday, 13th July 2022 were Proposed by Cllr Thomas, Seconded by Cllr Malcolm, Confirmed as a true record and signed by the Chair.

22.104 **COUNCILLOR VACANCIES:** No applications received, carried forward.

22.105 **DECLARATIONS OF INTEREST:** None received.

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

22.107 **GOVERNANCE:**

107.1 The following purchases were noted as 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.

107.2 The Clerk requested guidance on the nature of purchases deemed acceptable under delegated powers. Carried forward to a future meeting.

107.3 Councillor Spriggs' decision to temporarily step back from his responsibilities due to ill-health was Noted. It was Agreed to defer reallocation of his responsibilities until more councillors were present. It was Noted that all keys held by Cllr Spriggs had been collected by the Council Chair but that a review of keys held by the council was inconclusive. Agreed that councillors would meet informally to resolve and advise the Clerk on key holders for updating of the Asset Register. In the meantime, noticeboard keys currently held by the Clerk were passed to Cllr Thomas for safekeeping within the village.

107.4 Chair reported with sadness the recent resignation of the Clerk and councillors expressed their

appreciation of her contribution to the council over the last four years. Recommendations presented by the Clerk for revised terms, an option to offer the post as a job share, recruitment pack documents and spending on advertising were Proposed by Cllr Fowkes, Seconded by Cllr Thomas and RESOLVED. It was Agreed that interviews be carried out by Council Chair and Cllr Thomas.

107.5 Conclusion of Audit for the year ended 31 March 2022 as received from the external auditor was Noted and would be published as required.

22.108 **PLANNING** applications were considered as follows, all considered to be in keeping with no comment required:

- 108.1 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.
- 108.2 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).
- 108.3 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.
- 108.4 22/01281/FUL: 19 Pingle Lane, Erection of one and a half storey dwelling and integral garage. New build on existing property. Applications made previously with permission granted but work not carried out.

22.109 **VILLAGE AMENITIES AND MAINTENANCE:**

109.1 *Grounds maintenance:* Quotes had been sought from four companies for the award of grounds maintenance/grass cutting contracts from 1st April 2023. Quotes were received from Beebys Limited and Richard Harding & Son Landscaping. One other contractor had responded that they couldn't fulfil the council's requirements. Based on assessment of their existing track record and value for money, it was Proposed by Cllr Thomas, Seconded by Cllr Malcolm and RESOLVED that Richard Harding & Son Landscaping be awarded the contract for the ensuing five years, the price to be held for 2023/24 and amended by negotiation each year with price proposed by August of the previous year.

109.2 *Playing field:*

The following incidents reported to the police:

- a) An assault and associated anti-social behaviour (July).
- b) Theft of a picnic table (August). It was Noted that the table had in fact been relocated and hidden and was now back in place.

Proposals for the playing field:

- c) To cover part of the rear mound in turf, cost £375.00. It was Noted that the cost was based on using turf removed from the cemetery and that this had dried out during the August heatwave, rendering it unusable. It was agreed to dispose of this turf and return the proposal to Cllr Chiva for reconsideration. **ACTION – Clerk** to instruct contractor on disposal.
- d) For additional work on the wildflower meadow area. Council Chair had submitted a proposal about this and it was Agreed to move forward with PECT's recommendations for more detailed proposals for these areas.

109.3 *Street furniture:*

- a) A resident's request to have a memorial bench installed at Nine Bridges was discussed and inconclusive due to ownership of the land. Agreed that Cllr Fowkes make contact with the resident to discuss possible options and bring a proposal to a future meeting.
- b) It was Noted that the cast iron centre leg of a bench on the corner of Deeping St James Road and Lincoln Road had failed. Cllr Fowkes had carried out a temporary repair and it was Agreed at his recommendation to review along with other street furniture.
- c) A proposal for donation of the remaining redundant bench on Church Street had been submitted by Cllr Dadge (amendment to Minute 22.67.2). Proposed by Cllr Fowkes, Seconded by Cllr Malcolm and RESOLVED.

109.4 The schedule of outstanding maintenance jobs was Noted with nothing of concern outstanding.

22.110 FINANCE:

- 110.1 The Finance report for period ending 31st August 2022 was Noted and signed by the Chair and Cllr Malcolm.
- 110.2 A recommendation from the Burials Committee for expenditure on a new Green Burials area of up to £5,000 (reference Minute BC22.19 and to include £600 as agreed at Minute 22.93.6 was discussed. It was felt that more detail was required on how the funds would be spent and the Committee was asked for further clarification.
- 110.3 Receipts and payments according to the attached schedule were Proposed by Cllr Malcolm, Seconded by Cllr Thomas and Approved for payment.

22.111 REPORTS FROM COUNCILLORS AND CLERK:**111.1 Reports from councillors on actions outstanding:**

- a) Cllr Thomas noted that the Tommy Remembrance statue had arrived and asked for decision on location. It was Agreed to discuss this informally with the rest of council.
- b) Cllr Fowkes to measure noticeboards and advise Clerk for ordering of magnetic backing and Perspex window(s).

111.2 Report from Clerk on items not covered elsewhere on the agenda:

- a) Village Hall lease review: final amendments had been made and the lease was ready to be signed and executed. Signing by council to be brought to the October meeting.

111.3 External meetings, conferences and training:

- a) Cllr Thomas reported on an emergency public meeting held by the Village Hall Committee, attended by 13 residents including herself and Cllrs Fowkes and Spinks. The Committee advised that they needed help and explained the issues. Various suggestions made and were to be considered.

22.112 CORRESPONDENCE RECEIVED:

- 112.1 An enquiry from GNRP about befriending referrals was Noted.
- 112.2 A request from a resident for permission to access a boundary via the playing field for tree work, granted by the Clerk, was Noted.
- 112.3 An enquiry about Bookmark boxes for Ukraine had been referred to PCC and was Noted.

22.113 DATE OF NEXT MEETING was confirmed as Wednesday 12th October 2022. Apologies were received from Cllr Malcolm due to holiday.

Meeting closed at 20:45

Abbreviations used in these Minutes:

GNRP – Good Neighbours-Rural Peterborough
PCC – Peterborough City Council
PECT – Peterborough Environment City Trust

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
- e) Peterborough City Council: 2nd instalment of precept and statutory grants, £22,166.16
- f) M E Sleet: burial fees, £40.00
- g) J G Cross: memorial fee, £120.00

Payments:

- h) Trade UK (Screwfix): Sanding equipment (21.23.3.c), £215.47 incl VAT
- i) Trade UK (Screwfix): Padlock for shed (22.106.1.j), £19.79 incl VAT
- j) SLCC: Annual membership subscription, £144.00*
- k) Staff Basic Pay for July 2022, £1,451.21 (paid by standing order)*
- l) HMRC: PAYE/NI July 2022, £49.36
- m) Staff salary adjustments July 2022, £286.12
- n) NEST: Employee/employer pension contribution July 2022, £70.21 (direct debit)*
- o) Biffa Waste Management Ltd: cemetery waste, July 2022, £44.90 inc VAT*
- p) Lloyds Bank plc: monthly debit card fee, July 2022, £3.00 (auto card)*
- q) HP Print: ink subscription for printer, July 2022, £9.99 inc VAT (auto card)*
- r) Richard Harding: Contracted grounds maintenance and grass cutting June 2022, £982.50
- s) Richard Harding: Additional contract cost for change to rebated diesel June 2022, £100.00
- t) Richard Harding: Level two graves (22.106.i), £50.00
- u) Richard Harding: Install additional bin at Paradise Lane (22.106.h), £75.00
- v) Euroloos: Toilets for Shakespeare play event, (22.106.1.a) £324.00 incl VAT
- w) RBLI: Remembrance Tommy statue (22.23.2), £200.00 incl shipping and VAT (card)
- x) Branch Bros: cemetery plot markers (106.1.g) £230.00 (card)
NB. Incorrect product provided, £142.00 refunded to card
- y) Staff Basic Pay for August 2022, £1,451.21 (paid by standing order)*
- z) HMRC: PAYE/NI August 2022, £NIL
- aa) Staff salary adjustments August 2022, £55.72
- bb) NEST: Employee/employer pension contribution August 2022, £52.69 (direct debit)*
- cc) Lloyds Bank plc: monthly debit card fee, August 2022, £3.00 (auto card)*
- dd) HP Print: ink subscription for printer, August 2022, £9.99 inc VAT (auto card)*
- ee) Richard Harding: Contracted grounds maintenance and grass cutting August 2022, £982.50
- ff) Richard Harding: Additional contract cost for change to rebated diesel August 2022, £100.00
- gg) Richard Harding: Repairs to play area fencing (22.106.1.d) £425.00
- hh) Richard Harding: Repairs to extension car park fencing (22.106.1.e) £380.00
- ii) Richard Harding: Remove broken fence from rear of Village Hal (22.106.1.b) £80.00
- jj) Orion Business Centres Ltd: burial records transfer project, £625.96 inc VAT
- kk) Biffa Waste Management Ltd: cemetery waste, August 2022, £44.90 inc VAT (direct debit)*
- ll) Anglian Water Business: cemetery water bill, £12.16
- mm) Richard Harding: Stabilise outdoor gym equipment (22.106.1.f), £200.00
- nn) Geosphere Ltd: Parish Online mapping software annual subscription, £108.00 incl VAT*
- oo) PKF Littlejohn: external auditor fees, £360.00 incl VAT
- pp) Royal British Legion: lamppost poppies (22.23.2) £90.00 (card)