

Minutes of a Meeting of Northborough Parish Council held on **Wednesday 12th October 2022** from **7.00pm**, at Northborough Village Hall.

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Cllrs Graham Fowkes, Tracy Thomas

IN ATTENDANCE: Clerk Catherine Franks, 2 members of public

APOLOGIES FOR ABSENCE: Cllrs Brian Spriggs (ill health), Mark Malcolm (holiday), Robert Chiva (personal)

PUBLIC FORUM: Margaret Sleet was present in relation to the Christmas celebrations and Chair invited her to speak at the appropriate point in the agenda

22.113 **MINUTES OF PREVIOUS MEETING**, held on Monday, 26th September 2022 were Proposed by Cllr Thomas, Seconded by Cllr Fowkes, Confirmed as a true record and signed by the Chair.

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

22.115 **DECLARATIONS OF INTEREST:** None

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

22.117 **GOVERNANCE:**

117.1 *Delegated powers:* Clerk highlighted the high value of purchases made under delegated powers over recent months. She queried the onus that contracting work this way puts on the Clerk and whether certain items should be planned further ahead. It was Agreed that parameters should be set around the circumstances for using these powers. **ACTION – Malcolm Spinks** to draft a decision-making tree

117.2 *Councillor responsibilities:* Vice Chair updated councillors that Cllr Spriggs was still quite poorly and unlikely to return to duties in the near future. His responsibilities were reallocated and it was Proposed by Cllr Dadge, Seconded by Cllr Spinks and **RESOLVED** to waive the requirement for Cllr Spriggs to attend a meeting within a six month period, until the elections are held in 2023.

117.3 *Recruitment of new Clerk:* One member of the public left the room at this point due to an interest in the position. Clerk updated councillors on expressions of interest and applications received. Councillors to advise interview dates after their selection meeting on 26th October. The member of public returned to the room.

117.4 *Village Hall Lease Review:* The revised agreement was brought for signature following a final amendment as required by councillors at the previous meeting (Minute 22.96.1). The document and plans were duly Signed by the Chair and witnessed by the Clerk. **ACTION – Clerk** to send to Hunt & Coombs for tenant's signature and finalisation.

22.118 **PLANNING**, no planning applications for consideration.

22.119 It was Proposed by Cllr Dadge, Seconded by Cllr Thomas and **RESOLVED**, to commission two further plaques, to commemorate the reign of Queen Elizabeth II and the accession of King Charles III. **ACTION – Clerk** to obtain a quote and bring suggested wording to the next meeting for the first plaque only.

22.120 **EVENTS:** Plans for the 2022 Christmas tree lighting ceremony were discussed alongside news that the green space adjacent to the shop was not being made available for a tree this year. Various other options were considered, would be explored after the meeting. Subject to finding a suitable location, the proposal by Cllr Dadge was Seconded by Cllr Spinks and RESOLVED with tree lighting and associated activities as in previous years to take place on Sunday 27th November.

22.121 **FINANCE:**

121.1 The Finance report for period ending 30th September 2022 was Proposed by Cllr Thomas, Seconded by Cllr Dadge, Approved and signed by the Chair.

121.2 2023/24 budget: Clerk was instructed to roll forward capital items in accordance with the five year capital plan agreed in 2021, to be advised further following councillors' informal working party meeting.

121.3 The attached schedule of receipts and payments was Proposed by Cllr Spinks, Seconded by Cllr Dadge and RESOLVED for payment.

22.122 **REPORTS FROM COUNCILLORS AND CLERK:**

122.1 Reports from councillors:

- a) Chair reported that PECT had been very active on environmental improvements. A group of volunteers, this time from Perkins Engines, would work on the cemetery, Paradise Lane and playing field during November. There was no cost at present.
- b) Vice Chair reported that PCC had advised that the current MVAS signs were installed ten years ago and there was no budget for work on them. The original supplier to be approached for cost of recalibrating existing units and with an enquiry for a new unit.
- c) Cllr Fowkes had discussed possible locations for a memorial bench with the resident who had enquired. He expected to bring a proposal to the next meeting.

122.2 Report from Clerk. None

122.3 External meetings, conferences and training:

- a) Parish Council Liaison Group: 9th November 2022. Noted

22.123 **CORRESPONDENCE RECEIVED:**

123.1 A request from the Editor of the Village Tribune for financial assistance with rising costs of publication was discussed and it was Proposed by Cllr Dadge to offer support. An objection was raised by Cllr Thomas on grounds of it being a business. The matter was Unresolved.

123.2 Email received from a Glinton resident advising that the MVAS signs needed calibrating.

123.3 Email from a resident about rotten bollards at the pumping station green on Church Street. Councillors concurred about their condition, with Chair advising that he would bring a proposal to the next meeting.

22.124 **DATE OF NEXT MEETING** was confirmed as Wednesday 9th November 2022.

Meeting closed at 20:20

Abbreviations used in these Minutes:

MVAS - Mobile Vehicle Activated Signs

PECT - Peterborough Environment City Trust

Schedule of Receipts and Payments (22.121.3)

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) Northborough Community Association: cleaning contract, September 2022, £411.63
- b) Unity Trust Bank: deposit account interest, £63.93

Payments:

- c) Staff Basic Pay for September 2022, £1,451.21 (paid by standing order)*
- d) HMRC: PAYE/NI September 2022, £24.24
- e) Staff salary adjustments September 2022, £278.89
- f) NEST: Employee/employer pension contribution September 2022, £67.01 (direct debit)*
- g) Biffa Waste Management Ltd: cemetery waste, September 2022, £67.36 inc VAT*
- h) Lloyds Bank plc: monthly debit card fee, September 2022, £3.00 (auto card)*
- i) HP Print: ink subscription for printer, September 2022, £9.99 inc VAT (auto card)*
- j) Richard Harding: Contracted grounds maintenance and grass cutting September 2022, £982.50
- k) Richard Harding: Additional contract cost for change to rebated diesel September 2022, £100.00
- l) Orion Business Centres: burial records transfer project, £140.40 inc VAT
- m) Unity Trust Bank: Current account quarterly charge, £18.00