

To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 12th October 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.



Catherine Franks, Clerk

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

22.113 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Monday, 26th September 2022

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

22.115 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.

22.116 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

22.117 GOVERNANCE:

117.1 Delegated powers: To provide guidance to the Clerk.

117.2 To confirm allocation of councillor responsibilities.

117.3 To receive an update on progress with recruitment of a new Clerk.

117.4 To sign the new lease for the Village Hall, following final amendments.

22.118 PLANNING, to consider planning applications: None at the date of publication

22.119 To consider a proposal for two plaques, to commemorate the reign of Queen Elizabeth II and accession of King Charles III.

22.120 EVENTS: To consider a proposal for a 2022 Christmas tree lighting ceremony.

22.121 FINANCE:

121.1 To note the Finance report for period ending 30th September 2022.

121.2 To instruct the Clerk on requirements for the 2023/24 budget.

121.3 To approve receipts and payments according to the attached schedule.

22.122 REPORTS FROM COUNCILLORS AND CLERK:

122.1 Reports from councillors on actions outstanding.

122.2 Report from Clerk on items not covered elsewhere on the agenda.

122.3 External meetings, conferences and training – to note upcoming dates and receive reports:

a) Parish Council Liaison Group: 9th November 2022

22.123 CORRESPONDENCE RECEIVED:

A request from the Editor of the Village Tribune for financial assistance with rising costs of publication.

22.124 NEXT MEETING: To confirm date of the next Council meeting, Wednesday 9th November 2022

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