

To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 7th December 2022** starting at **7.00pm**, at Northborough Village Hall, Cromwell Close, Northborough PE6 9DP. Please note this an earlier date than the one originally published.

Members of the public and media representatives are welcome to attend.



Elinor Beesley, 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

22.137 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 9th November 2022

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

22.139 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.

22.140 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

22.141 GOVERNANCE:

141.1 To note purchases made under delegated powers:

- a) Christmas tree lights £106.56 (Minute 22.131.3)
- b) Wildflower bulbs, £184.99 incl delivery (Minute 22.132.3)
- c) Christmas tree, £300.00 (Minute 22.131.3)
- d) Publicity flyers for Christmas celebrations, £73.20 (Minute 22.131.3)
- e) Key cutting (flag pole, John Dadge expenses), £12.00.
- f) Shrubs for green burial area, £57.45 (Minute 22.132.3)
- g) 'Yellow Book' on Local Council Administration - latest edition, £141.80 incl postage

141.2 To confirm dates of scheduled council and committee meetings for 2023.

22.142 PLANNING, to consider planning application:

142.1 45 Granville Avenue: appeal to Secretary of State:

22.143 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 two items of business, the Press and Public be excluded from the Meeting.

22.144 To resolve staffing matters related to the change of Clerk.

22.145 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

22.146 FINANCE:

146.1 To approve and sign a bank mandate to remove the outgoing Clerk and add the new Clerk as Key Contact and Administrator to the bank accounts.

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

22.147 REPORTS FROM COUNCILLORS AND CLERK:

147.1 Reports from councillors on actions outstanding.

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

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

a) Northborough Community Association AGM, report from the council's representative

22.148 CORRESPONDENCE RECEIVED:

22.149 NEXT MEETING: To confirm date of the next Council meeting, Wednesday 11th January 2023

Schedule of Receipts and Payments (22.146.2)

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, November 2022, £411.63
- b) Central England Coop (Scholes): burial fees, £575.00 (cheque)

Payments:

- c) Seasons Outlet: Christmas tree lights, £84.97 incl VAT(22.141.1.a)*
- d) Amazon Marketplace; Christmas tree lights, £21.59 incl VAT (22.141.1.a)*
- e) Boston Seeds Ltd: wildflower bulbs £184.99 incl VAT (22.141.1.b)*
- f) Nuntons Trees: Christmas tree, £200.00 (22.141.c)*
- g) AM Kreative Media Ltd: Printing and distribution, £73.20 incl VAT (22.141.d)*
- h) John Dadge: reimburse expenses (key-cutting), £12.00 (22.141.1.e)
- i) Willowbrook Plants Helpston: Shrubs, £57.45 (22.141.1.f)*
- j) Village Tribune: editorial etc for 2023, £300.00
- k) Staff Basic Pay for November 2022, £1,451.21 (paid by standing order)*
- l) HMRC: PAYE/NI November 2022, £TBC
- m) Staff salary adjustments November 2022, £TBC
- n) NEST: Employee/employer pension contribution November 2022, £TBC (direct debit)*
- o) Nunton Trees: Christmas tree, £300.00
- p) SLCC Bookshop: 'Yellow Book', £141.80 (22.141.g), £141.80*
- q) Richard Harding: Contracted grounds maintenance and grass cutting November 2022, £982.50
- r) Richard Harding: Additional contract cost for change to rebated diesel November 2022, £100.00
- s) Richard Harding: Soil disposal (22.129.3.a), £200.00
- t) Biffa Waste Management Ltd: cemetery waste, November 2022, £22.45 inc VAT*
- u) Lloyds Bank plc: monthly debit card fee, November 2022, £3.00 (auto card)*
- v) HP Print: ink subscription for printer, November 2022, £9.99 inc VAT (auto card)*
- w) Orion Business Centres: burial records transfer project, £TBC inc VAT

NB. Payment to **Starboard Systems Ltd** approved at the last meeting was made in error and will be credited to the next invoice, expected February 2023