

### To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 8<sup>th</sup> February 2023** starting at **7.00pm**, at Northborough Village Hall, Cromwell Close, Northborough PE6 9DP.

**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.

23.11 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 11<sup>th</sup> January 2023.

23.12 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.

23.13 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.

### 23.14 GOVERNANCE:

- 14.1 To consider training for Clerk.
- 14.2 To consider Clerk's SLCC membership.

### 23.15 PLANNING, to consider planning applications:

- 15.1 Application 22/01791/FUL, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling.
- 15.2 Listed building consent 22/01791/LBC, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling.
- 15.3 Application 22/01748/HHFUL, 3 Church Farm Mews: The installation of solar panels on the rear roof of the property.
- 15.4 Application 23/00052/CTR, 44 Church Street: Various tree works identified within the application including 8 trees to be felled, two to be pollarded and two to be reduced. To be considered in conjunction with correspondence received from the applicant.

### 23.16 VILLAGE AMENITIES AND MAINTENANCE:

- 16.1 To consider quotes obtained for replacement cemetery gates.
- 16.2 To consider a proposal for NPC to recognise the initiative taken by 11 year old Archie Tarver in volunteering to water the village planter on the Deeping St James road and how NPC will show its appreciation.
- 16.3 To consider a proposal for the replacement of the three speed cameras that don't work with one moveable speed sign.

16.4 To note the current schedule of outstanding maintenance jobs.

16.5 To consider plans for the Coronation of King Charles III.

#### 23.17 FINANCE:

17.1 To note the Finance report for period ending 31<sup>st</sup> January 2023.

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

17.3 To note the Clerk's enrolment in the workplace pension scheme and approve NPC's contribution.

17.4 To approve expenditure for service of NPC laptop.

#### 23.18 REPORTS FROM COUNCILLORS AND CLERK:

18.1 Reports from councillors on actions outstanding.

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

18.3 External meetings, conferences, and training – to note upcoming dates and receive reports.

#### 23.19 CORRESPONDANCE RECEIVED:

19.1 To note email from resident to inform NPC that the dog waste bin on Church View was overflowing and to consider any need for additional bins.

23.20 NEXT MEETING: To confirm date of the next Council meeting, Wednesday 8<sup>th</sup> March 2023.

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

SLCC – Society of Local Council Clerk's

#### Schedule of Receipts and Payments (23.17.2)

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) John Lucas Funeral Directors Ltd: Burial fees, £550.00

b) Northborough Community Association: Cleaning contract, £411.63

##### Payments:

c) Staff salary: Basic (January 2023), £1509.76 (standing order)\*

d) Biffa Waste Management Ltd: waste removal (December 2022), £44.90 inc VAT (direct debit)\*

e) HP Print: Ink Subscription for printer (January 2023), £9.99 inc VAT (autocard)\*

f) Biffa Waste Management Ltd: Waste removal (January 2023), £25.60 inc VAT (direct debit)

g) HMRC: PAYE/NI (January 2023) £29.54 (direct debit)

h) Scribe (Starboard Systems): Accounting and cemetery software (annual subscription), £181.44 inc VAT

i) Richard Harding & Son Landscaping: Contracted grounds maintenance and grass cutting (January 2023), £982.50

j) Richard Harding & Son Landscaping: Additional contract cost for change to rebated diesel (January 2023), £100.00

k) Richard Harding & Son Landscaping: Paint and materials for recreation play area, £500.00

l) Glasdon UK Ltd: Memorial bench and plaque, £879.79 inc VAT

m) C Franks: Clerk handover (January 2023), £304.61

n) Staff Salary: Adjustment (January 2023), £197.53