

To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 8th March 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.

23.21 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 8th February 2023.

23.22 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.

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

23.24 GOVERNANCE:

- 24.1 Cllr Dadge to sign bank mandate for Internet Banking access.
- 24.2 To note Clerk's recent training.
- 24.3 To note no additional payment is required by SLCC for the remainder of the current subscription period.
- 24.4 To note an increase in the National Living Wage for 2023/24 and to consider the hourly rate for employees, other than the Clerk, for 2023/24.
- 24.5 To note the need for up-to-date contracts and job descriptions for employees, other than the Clerk, and to consider any input required from NPC in order for the Clerk to draft the above.

23.25 PLANNING:

- 25.1 To note Application 22/01791/FUL and Listed Building Consent 22/01791/LBC, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling has been withdrawn by the applicant.
- 25.2 To note Appeal APP/J0540/W/22/3301580, 45 Granville Avenue has been dismissed by the Planning Inspectorate.
- 25.3 To consider Application 23/00150/HHFUL, 3 The Pingle: Erection of single storey extension and insertion of window into existing side elevation.

23.26 VILLAGE AMENITIES AND MAINTENANCE:

- 26.1 To note the Queen's Jubilee plaque has been delivered and will be installed on the Cemetery wall at the same time as the plaque to commemorate the Queen's reign.
- 26.2 To approve instruction, at no cost by a tradesperson from the Village, for the plaques (Item

- 23.26.1) and to note the Burials Committee will meet to decide on the position on the wall.
- 26.3 To consider the purchase of a plaque to commemorate the Coronation of King Charles III and the associated quotation.
- 26.4 To note that the new Cemetery gates are due to be installed on 1st June, with the current gates being removed 26th May in order for the metal work to be refurbished.
- 26.5 To consider a proposal for speed signs in the village.
- 26.6 To consider quotations for printed copies of the Relatives Guide to Northborough Cemetery.
- 26.7 To consider installation of a key safe to hold a set of NPC keys.
- 26.8 To consider quotations from Biffa Waste Ltd for a recycling bin at the Cemetery.
- 26.9 To note the post separating the Cemetery gates will be stabilised and made permanent at the same time as the gates being replaced.
- 23.27 COMMUNITY AND EVENTS:
 - 27.1 To consider NPC plans for Coronation of King Charles III.
- 23.28 FINANCE:
 - 28.1 To note the Finance report for period ending 28th February 2023.
 - 28.2 To approve receipts and payments according to the attached schedule.
 - 28.3 To consider the estimate from J G Cross Memorial Masons for the plaque to commemorate the Queen's reign, in the sum of £562.60.
 - 28.4 To note the cost of installation of the memorial bench in the Green Burial area will be £250.00, including materials.
 - 28.5 To consider expenditure on the Burial Grounds for the remainder of 2022/23.
 - 28.6 To consider invoice from Parfas for a replacement CCTV camera, in the sum of £355.37 inc VAT.
- 23.29 REPORTS FROM COUNCILLORS AND CLERK:
 - 29.1 Reports from councillors on actions outstanding.
 - 29.2 Report from Clerk on items not covered elsewhere on the agenda.
 - 29.3 External meetings, conferences, and training – to note upcoming dates and receive reports.
- 23.30 CORRESPONDANCE RECEIVED:
 - 30.1 To consider an enquiry from The Air Ambulance Service as to whether NPC would support the charity by hosting one of their clothing banks on the site of the Village Hall car park.
- 23.31 NEXT MEETING: To confirm the date of the next Council meeting, Wednesday 12th April 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) Central England Co-operative: Burial fees, £425.00
- b) Northborough Community Association: Cleaning contract (February), £411.63

Payments:

- c) Lloyds Bank Plc: Monthly debit card fee (January 2023), £3.00*
- d) Nest: Staff pension (December 2022 and January 2023), £131.41 (direct debit)*
- e) Travis Perkins: Church Street verge bollards, £186.16 inc VAT* (Minute 22.132.2)
- f) Staff salary: Basic (February 2023), £1509.76 (standing order)*
- g) Staff salary: Adjustment, £93.36
- h) NEST Pensions: Staff pension (February), £66.80 (direct debit)
- i) Biffa Waste Management Ltd: cemetery waste removal (February 2023), £51.19
- j) HMRC: PAYE (February), £34.94 (direct debit)
- k) Lloyds Bank Plc: Monthly debit card fee (February 2023), £3.00
- l) HP Print: Ink Subscription for printer (February 2023), £9.99 inc VAT (autocard)
- m) Richard Harding & Sons: contracted grounds maintenance, £
- n) J G Cross: Queen's Jubilee plaque, £667.20 inc VAT