

To All Members of the Council:

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

23.32 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 8th March 2023.

23.33 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.

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

23.35 GOVERNANCE:

- 35.1 To note appointment of PKF Littlejohn as the external auditor of smaller authorities for the 5 financial years from 2022/23 to 2026/27 and the submission deadline for receipt of the approved AGAR and supporting documentation is Monday 3rd July 2023.
- 35.2 To note the date of 18th May 2023 for the 2022/23 internal audit.
- 35.3 To approve and re-adopt the Capital Plan for period 2023/24 to 2027/28.
- 35.4 To consider the renewal of domain northboroughpc.co.uk.
- 35.5 To consider the draft contracts and job descriptions for employees, other than the Clerk.
- 35.6 To note the Notice of Uncontested Election for Northborough and to note all existing Councillors have been re-elected and will take office on Tuesday 9th May 2023.

23.36 PLANNING:

- 36.1 To consider Application 23/00280/LBC, 44 High Street: Internal alterations to existing utility and shower rooms, including 2no. replacement external doors and frames, replacement boiler and flue, making good former flue exit, rebuilding of boundary wall.
- 36.2 To consider Application 23/00136/FUL, Land At Giddons Drove Track, Peakirk Road: Use of existing agricultural site to allow radio-controlled model aircraft to take off and land.
- 36.3 To consider Application 23/00235/LBC, 4 Lincoln Road: Demolition and rebuilding of the rear wall.
- 36.4 To consider Application 23/00349/HHFUL, 76 Lincoln Road: Single storey front and side extension and erection of garage.

23.37 VILLAGE AMENITIES AND MAINTENANCE:

- 37.1 To agree revised wording for the plaque to commemorate Queen Elizabeth II and to note the

change to commemorate the life of the Queen rather than the reign.

23.38 COMMUNITY AND EVENTS:

- 38.1 To decide on the nature of support to offer St Andrew's Church for the Coronation event.
- 38.2 To note confirmed date for a visit from the Police Community Engagement Team of 19th August at 11am and consider the promotion of the visit to Parishioners.

23.39 FINANCE:

- 39.1 To consider quotations for replacement bollards for the area of verge near the pumping station, Church Street.
- 39.2 To consider quotations for the new pergola in the Cemetery.
- 39.3 To consider quotations for the new archway in the Cemetery.
- 39.4 To approve the quotation from Canalbs Ltd for the internal audit in the sum of £47.50 per hour plus 45p per mile travel.
- 39.5 To consider joining the optional DPO Membership Scheme in the sum of £50.00 per year as part of the annual affiliation fee for CAPALC.
- 39.6 To approve quotations for 240L recycling bin and 240L general waste bin for the Cemetery to replace the existing 660L general waste bin.
- 39.7 To approve Invoice from C Franks, dated 31st March 2023, in the sum of £90.00 for Clerk handover work.
- 39.8 To consider quotations for the new speed signs.
- 39.9 To approve receipts and payments according to the attached schedule.
- 39.10 To note the Financial Report for period 1st March 2023 to 31st March 2023.
- 39.11 To note end of year reports for financial year 2022/23.

23.40 REPORTS FROM COUNCILLORS AND CLERK:

- 40.1 Reports from councillors on actions outstanding.
- 40.2 Report from Clerk on items not covered elsewhere on the agenda.
- 40.3 External meetings, conferences, and training – to note upcoming dates and receive reports.
 - a. Cllr Chiva: PECT meeting

23.41 CORRESPONDANCE RECEIVED:

- 41.1 To consider correspondence received from The Village Tribune regarding the 2024 Charity Calendar.
- 41.2 To note correspondence from The Rotary Club of the Deepings regarding a planned litter pick along the Riverbank (south side) on 23rd April 2023.
- 41.3 To consider a request from Northborough Primary School for the code to access the defibrillator sited on Church Street.

23.42 NEXT MEETING: To confirm the date of the next Council meeting, Wednesday 10th May 2023.

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

CAPALC – Cambridge and Peterborough Association of Local Councils

DPO – Data Protection Officer

Schedule of Receipts and Payments (23.39.9)

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 (March 2023), £411.63

Payments:

- b) Bespoak Timer Frames: Cemetery gates replacement (50% deposit), £2523.60 incl VAT (Minute 23.16.1)*
- c) P&R Security Systems (PARFAS): Replacement CCTV camera, £355.37 incl VAT (Minute 23.28.6)*
- d) Information Commissioner's Office: Data Protection Fee annual renewal, £35.00 (Direct debit)*
- e) Staff salary: Basic (March 2023), £1509.76 (standing order)*
- f) Staff salary: Adjustment (March 2023), £29.44
- g) NEST Pensions: Staff pension (March), £66.80 (direct debit)*
- h) Unity Trust: Bank account service charge (January 2023-March 2023), £18.00*
- i) Stamford Engraving: Cemetery Guide printing, £50.00 incl VAT* (Minute 23.26.6)
- j) Malcolm Spinks: Reimbursement materials for noticeboards: £122.45
- k) CAPALC: Clerk training, £30.00
- l) HP Instant Ink: Printer ink subscription (March 2023), £9.99 inc VAT (autocard)
- m) Lloyds Bank Plc: Monthly debit card fee (March 2023), £3.00 (auto-card)
- n) CAPALC: Affiliation fee (annual), £475.13
- o) CAPALC: DPO membership scheme, £50.00
- p) Cloud Next: northboroughpc.co.uk domain renewal (biennial), £16.77 incl VAT
- q) C Franks: Clerk handover, £90.00
- r) Biffa Waste: Cemetery waste removal (March 2023), £76.79 incl VAT
- s) Richard Harding & Son Landscaping: Contracted grounds maintenance (March 2023), £982.50
- t) Richard Harding & Son Landscaping: Additional contracted cost for change to rebated diesel (March 2023), £100.00
- u) HMRC: PAYE (March 2023), £169.34
- v) NEST Pensions: Staff pension (March 2023), £66.80 (direct debit)