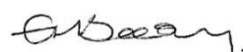


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Northborough & Deeping Gate Village Hall,
Cromwell Close, Northborough, Peterborough, PE6 9DP
clerk@northborough-pc.gov.uk
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To All Members of the Council:

You are hereby summoned to attend the **Annual Meeting of Northborough Parish Council** to be held on **Wednesday 10th May 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****23.43 ELECTIONS AND DECLARATIONS OF OFFICE:**

- 43.1 Election of Chair for the year 2023/24
- 43.2 Election of Vice-Chair for the year 2023/24.
- 43.3 Signing of Declaration of Acceptance of Office by Chair and Vice-Chair.
- 43.4 Signing of Declaration of Acceptance of Office by members.

23.44 DECLARATIONS OF INTEREST:

- 44.1 Submission of any amended Declarations of Member's Interests forms.
- 44.2 To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests.

23.45 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 12th April 2023.**23.46 PUBLIC FORUM:**

Members of the public to comment on any item on the Agenda; standing orders permit 15 minutes total.

23.47 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.**23.48 COUNCILLOR VACANCIES:**

- 48.1 To consider any applications received for co-option of up to three councillors.

23.49 COUNCILLOR RESPONSIBILITIES: To confirm portfolio of responsibilities for the year 2023/24.**23.50 COMMITTEES AND WORKING PARTIES – To confirm membership and re-adopt Terms of Reference for:**

- 50.1 Burial Grounds Committee.
- 50.2 Working Parties:
 - a) General
 - b) Finance and Governance

23.51 APPOINTMENT TO OUTSIDE BODIES: To agree parish council representation on:

- 51.1 Village Hall Management Committee.

- 51.2 Police Liaison Groups and Neighbourhood Watch.
- 51.3 Parish Council Liaison Group (PCC/GNRP).

23.52 SCHEDULE OF COUNCIL MEETINGS:

- 52.1 To re-confirm dates and venue of scheduled council meetings (as second Wednesday of every month except August, starting at 7.00pm).
- 52.2 To confirm arrangements for hosting of Annual Village Meeting 20th May 2023.
- 52.3 To agree potential date options for the Annual Village Meeting 2024.

23.53 REGULATORY DOCUMENTS: To adopt or re-adopt:

- 53.1 Standing Orders
- 53.2 Financial Regulations
- 53.3 Code of Conduct

23.54 REVIEW OF ASSET REGISTER AND INSURANCE COVER

- 54.1 To note current Asset Register for insurance purposes.
- 54.2 To note renewal date of 1st June 2023 of insurance policy agreement for third year of three-year long-term agreement.

23.55 GOVERNANCE:

- 55.1 To consider draft contracts for NPC employees other than the Clerk.
- 55.2 To note receipt of JPAG's Practitioners Guide 2022.

23.56 PLANNING, to consider planning applications:

- 56.1 Application 23/00486/CTR, 42A Church Street: Ash Tree- overall 2 reduction of large lateral limb over hanging the road which will require a 2-4m reduction to remove risk of failure and line/wire clearance. Acacia Tree- 1m reduction to reduce stress and improve amenity. 2 x Yew Tree- 2m overall reduction to improve form and shape.

23.57 VILLAGE AMENITIES AND MAINTENANCE:

- 57.1 Playing field:
 - a) To approve and sign the contract for 2022/23 with Glinton & Northborough Football Club for use of the playing field.
- 57.2 Outstanding maintenance.
- 57.3 Outstanding Councillor's actions.
- 57.4 To consider the 'No Mow May' initiative for 2024.
- 57.5 To consider installation of signs to address dog mess along the school path near Church View.

23.58 FINANCE:

- 58.1 To approve the schedule of regular payments to suppliers for the ensuing year.
- 58.2 To approve receipts and payments according to the attached schedule.
- 58.3 To consider purchase of new work laptop for the Clerk.

23.59 REPORTS FROM COUNCILLORS AND CLERK:

- 59.1 Reports from councillors on actions outstanding.
- 59.2 Report from Clerk on items not covered elsewhere on the agenda.
- 59.3 External meetings, conferences and training – to note upcoming dates and receive reports:
 - a) Northborough Community Association

23.60 CORRESPONDENCE RECEIVED:

- 60.1 Langdyke Countryside Trust: Landyke Countryside Trust Blitz on 18th June 2023.
- 60.2 Anglian Water: Pipelaying work on the new water main network linking Grantham, Peterborough and Bexwell, due to be completed next year.
- 60.3 Resident and PCC: Bollards on Old Lincoln Road.
- 60.4 Mayor's Office: Invitation to the Mayor's Farewell Jolly on 20th May 2023.

- 60.5 Resident: Raising the issue of dog mess on the path on the school path near Church View.
- 60.6 Glinton and Northborough Football Club: The repositioning of the storage container at the Village Hall.
- 60.7 Resident: Dog waste bin near the new 'Wet Area' and benches in Paradise Lane.

23.61 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 10th June 2023

Abbreviations used in this Agenda:

PCC – Peterborough City Council

GNRP – Good Neighbours Rural Peterborough

JPAG – Joint Panel on Accountability and Governance

NPC – Northborough Parish Council

AGAR – Annual Governance and Accountability Return

Schedule of Receipts and Payments (23.58.2)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 21.69.2), as a statutory obligation, or under delegated powers, with the relevant Minute shown against the item.

Receipts:

- a) Burial fees: Ashes internment, £600.00
- b) Burial fees: Grant renewal, £40.00
- c) Northborough Community: Village Hall Cleaning Contract, £411.63
- d) Northborough Community: Village Hall Cleaning Contract adjustment, £39.87

Payments:

- e) HP: Printer Ink (May 2023), £9.99 incl VAT
- f) Lloyds Bank plc: monthly debit card fee, April 2022, £3.00 (auto card)*
- g) Dropbox: Dropbox Plus subscription, £TBC
- h) Unity Trust: Banking fees (January – March 2023): £18.00
- i) Staff Basic Pay: April 2023, £1570.77
- j) Biffa Waste Management Ltd: Cemetery waste collection (April), £51.19 incl VAT
- k) Staff salary adjustment: April 2023, £TBC
- l) HMRC: PAYE/NI April 2022, £TBC
- m) NEST: Employee/employer pension contribution April 2022, £TBC (direct debit)*
- n) Richard Harding: Contracted grounds maintenance and grass cutting April 2022, £982.50*
- o) Richard Harding: Additional contract cost for change to rebated diesel April 2022, £100.00
- p) Zurich Municipal Insurance: annual insurance premium, £TBC