

Northborough Parish Council

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 11th October 2023
starting at **7.00pm**, at Northborough Village Hall.

MEMBERS PRESENT: Councillors John Dadge (Chair), Malcolm Spinks (Vice-Chair), Mark Malcolm, Robert Chiva and Stephen Parker-Brown.

IN ATTENDANCE: Clerk Elinor Beesley

PUBLIC FORUM: No members of the public was present.

23.114 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Thomas (personal commitment) and Cllr Fowkes (personal commitment).

23.115 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 30th August 2023, were approved, and signed as a true record by the Chair. The Chair deferred this item until after item 23.116.1.

23.116 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:**

116.1 Amanda Rose, Head of Communications at Peterborough City Council gave a presentation on PCC's Budget Simulator. The Budget Simulator is an online, interactive way by which residents can let PCC know about what is important to them in terms of the City Council's Budget for the upcoming year. The talk was highly informative and Mrs Rose took questions from Councillors. Mrs Rose was thanked for her time and left the meeting at this time.

23.117 **COUNCILLOR VACANCIES:** No applications were received.

23.118 **DECLARATIONS OF INTEREST:** No declarations of interest were received and no written requests for dispensation for disclosable pecuniary interests were granted.

23.119 **GOVERNANCE:**

119.1 Members noted purchases made by the Clerk under delegated powers:

- a) Post Office Ltd: Stamps, £8.80
- b) Screwfix: Spray paint, £51.54 incl VAT
- c) Amazon: Two watering cans, £14.98 incl VAT

23.120 **PLANNING:**

120.1 Members noted Application 23/00917/FUL: Replacement lead roof and gutters to chancel of church, St Andrews Church has been permitted.

23.121 **VILLAGE AMENITIES AND MAINTENANCE:**

121.1 Members reviewed outstanding maintenance, projects and Councillor's actions.

- a) The bench in Paradise Lane has been painted.
- b) The installation of the new posts on the verge in Church Street has begun. Cllr Dadge extend thanks on behalf of the Council to Mr A Lowings for undertaking the installation.
- c) The latch on the Cemetery gate will be replaced by Bespoak Timber Frames at no charge.
- d) The Village street signs that in a poor state of repair have been assessed as medium priority by PCC and will be repaired within two months of 29th September 2023.
- e) PCC has assessed the road markings in the Village and have deemed them not necessary for repair at this time.

121.2 Members received an update on the Village Grounds Maintenance from the Clerk who reported that the contract with Beebys started 1st October 2023 and work began on 4th October 2023. Cllr Parker-Brown has volunteered to periodically review that the Grounds Maintenance work is

carried out according to the schedule and the standard expected by Council. **ACTION – Cllr Parker-Brown** to supply availability dates to the Clerk in order for a meeting to be arranged with the contractor from Beebys.

23.122 COMMUNITY AND EVENTS:

- 122.1 Members considered the Council's contribution to the November/December edition of The Village Tribune. Members discussed ideas and agreed on the content. **ACTION – Cllr Dadge** to send copy to the Clerk for forwarding.
- 122.2 Members received an update on Speedwatch in the Village from the Clerk who reported that seven residents and Cllr Parker-Brown have volunteered. In total there are now eleven Speed Watch volunteers including Cllr Spinks, Cllr Chiva and Cllr Dadge. The Clerk has informed Speed Watch and all members will be sent the details for virtual training. **ACTION – Clerk** to send Speed Watch details for Cllr Dadge, Cllr Spinks and Cllr Chiva for refresher training.
- 122.3 Members noted the updated schedule of Peterborough Libraries Mobile Library Service which will visit each stop every four weeks from October 2023.
- 122.4 Members considered a proposal that the Council proceeds with the 2023 Christmas Tree Light Up Ceremony and allocated a budget of up to £600.00 to cover the costs of the event. It was proposed to amend the budget to up to £1000.00. It was **resolved** to allocate a budget of up to £1000.000 to cover the costs of the event. Members noted that the new owners of the Village Shop have agreed for the Christmas Tree to be put up on the grass area outside the shop and it was agreed that the date for the event is Saturday 2nd December 2023. **ACTION – Clerk** to obtain quotations for the Christmas tree.

23.123 FINANCE:

- 123.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 123.2 Members noted the financial reports for two months to 30th September 2023 and they were approved as a true record and signed by the Chair and Vice-Chair.
- 123.3 Members considered the draft budget for financial year 2024/25. Planned capital expenditure for the remainder of the year 2023/24 and the year 2024/25 was discussed. **ACTION – Clerk** to amend the draft as per the discussion and produce a second version of the draft. **ACTION – Clerk, Cllr Dadge and Cllr Malcolm** to review the five-year Capital Expenditure plan for approval by Council.
- 123.4 Members considered a proposal including quotations for a replacement Playing Field sign. It was agreed that the proposed signs were not suitable and the replacement should complement the proposed new information boards. **ACTION – Clerk** to send suppliers details for Councillors for discussion at the next Working Group meeting.
- 123.5 Members **resolved** to approve the quotation from J G Cross for the plaque to commemorate the Coronation of King Charles III in the sum of £670.44 incl VAT.
- 123.6 Members considered a request for a grant from Deepings Community Leisure Centre Community Interest Company. It was agreed that the Council did not have enough information in order to come to a decision at this time. **ACTION – Clerk** to invite a representative from Deepings Community Leisure Centre Community Interest Company to speak at the meeting on 8th November 2023.

23.124 REPORTS FROM COUNCILLORS AND CLERK:

- 124.1 Reports from Councillors on actions outstanding:
 - a) Cllr Dadge reported that the Sealed Knott Event had been a success and extended his thanks to all Cllrs who volunteered with particular thanks to Cllr Thomas. Cllr Thomas will provide a detailed update at the meeting on 8th November 2023.
- 124.2 Report from Clerk on items not covered elsewhere on the agenda:
 - a) A notification had been received from The Circuit to say that the Defibrillator at the Northborough Primary School may have been used on 28th September and has since been checked that it is emergency ready.
 - b) Good Neighbours Rural Peterborough is offering free Associate Membership to Parish Councils for a period of two years. **ACTION – Clerk** to forward to the email to all Councillors for consideration.
- 124.3 External meetings, conferences and training – to note upcoming dates and received reports:
 - a) Institution of Revd Keir Thomas McNeill Dow at St Peter's Church, Maxey on 19th September

2023 was attended by Cllr Spinks who reported that the service had been a success and that he had extended an invitation to Revd Dow to attend a meeting of the Council at his convenience.

- b) Northborough Community Association held on 20th September 2023, Cllr Dadge reported he had been unable to attend but had received the minutes. It was decided that a lock on the gate or a sign restricting access in the evenings would not be feasible due to many evening events ending up to midnight and access needed by other users e.g. Glington and Northborough Football Club.

23.125 **CORRESPONDANCE RECEIVED:** None received at publication.

23.126 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 8th November 2023.**

There being no further business the Meeting closed at 8.43pm.

Approved as a true record of the meeting: Chair, 8th November 2023

Abbreviations used in this Agenda:

PCC – Peterborough City Council

SLCC – Society of Local Council Clerks

Schedule of Receipts and Payments (23.123.1)

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 (August 2023), £451.50
- b) Northborough Community Association: Cleaning contract (September 2023), £451.50
- c) Burial fees: Internment, £257.00
- d) Burial fees: Memorial (additional inscription), £90.00
- e) Burial fees: Memorial (new), £120.00
- f) Burial fees: Internment, £250.00
- g) Burial fees: Grants, £500.00
- h) Burials fees: Memorial (new), £120.00
- i) Peterborough City Council: 2nd instalment of Parish Council precept, £12,914.75
- j) Peterborough City Council: 2nd instalment for Parish Recreation Grounds, £5,525.00
- k) Peterborough City Council: 2nd instalment for Parish Burial Grounds, £4,436.25
- l) Unity Trust Bank: Interest (July 2023 – September 2023), £291.47

Payments:

- m) Lloyds Bank Plc: Monthly debit card fee (August 2023), £12.00 (autocard)*
- n) Staff Salary: Basic (July 2023), £1597.61*
- o) Nest Pensions (August 2023), £66.80 (direct debit)*
- p) M Pinfold: Interim cut to Garden Area, Church View, £225.00 (Minute 23.106.1.a)*
- q) Bespoak Timber Frames Ltd: Pergolas (Invoice balance), £2293.20 incl VAT (23.72.5)*
- r) Lloyds Bank Plc: Monthly debit card fee (September 2023), £12.00 (autocard)*
- s) HP Instant Ink: Printer ink subscription (July - August 2023), £9.99 inc VAT (autocard)* Post Office Ltd: Stamps, £8.80 (autocard)*
- t) Screwfix Ltd: Spray paint, £51.54 (autocard) (minute 23.96.5.d)*

- u) Post Office Ltd: Stamps, £8.80 (autocard)*
- v) PKF Littlejohn: External Audit (2022/23), £378.00*
- w) Staff Salary: Basic (September 2023), £1597.81*
- x) Unity Trust Bank: Service charge (July 2023 - September 2023)*
- y) Amazon: Two watering cans, £14.98 incl VAT (Minute 23.111.1.a)*
- z) Biffa: Cemetery Waste Management (August 2023), £76.79 incl VAT*
- aa) Staff salary: Adjustment (August 2023), £65.43
- bb) Staff salary: Adjustment (September), £141.34
- cc) HMRC: PAYE (6th August – 5th September 2023), £116.80
- dd) HMRC: PAYE (6th September – 5th October 2023), £48.80
- ee) Nest Pensions (September 2023), £72.59 (direct debit)
- ff) Biffa Waste (September 2023), £51.19 (direct debit)
- gg) HP Instant Ink: Printer ink subscription (August – September 2023), £9.99 inc VAT (autocard)
- hh) Beebys Limited: Grounds maintenance (Stimming Burial Grounds and cut of football pitch, £333.46 incl VAT
- ii) G Fowkes: Reimbursement (Dog fouling stencil), £11.28
- jj) Parish Online: Digital Mapping Tool (annual subscription), £108.00 incl VAT
- kk) SLCC: Annual Membership, £177.00
- ll) Rob Chiva: Reimbursement (UK Map Centre, Village Hall Lease map), £88.02