

### Northborough Parish Council

www.northborough-pc.gov.uk

Northborough & Deeping Gate Village Hall,

Cromwell Close, Northborough, PE6 9DP

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**Minutes of a Meeting of Northborough Parish Council held on Wednesday 8<sup>th</sup> April 2026 starting at 7.00pm, at Northborough Village Hall.**

**MEMBERS PRESENT:** Councillors Tracy Thomas (Chair), Steve Parker-Brown (Vice-Chair), John Dadge, Graham Fowkes, Mark Malcolm, Callum Sloan and Patricia Pearce.

**IN ATTENDANCE:** Clerk Elinor Beesley.

**PUBLIC FORUM:** Two members of the public, both residents were present regarding item 26.50.7, and asked members if there was an update from the Council regarding bike ramps on the playing field. Cllr Dadge reported that he had researched options for bike ramps and had visited Ginton Playing Field where some are installed. He reported that installation of similar ramps would cost in the region of £2,000-£4,000. He suggested that residents could consider forming a community group to apply for funding. The Chair reported that the Council's 5-year capital plan has allowed for replacement and refurbishment of some items of play equipment, and it does not currently include a budget for bike ramps. Members commented that damage has been caused to the playing field during the construction of another bike ramp, which is disappointing, particularly as the Council is actively exploring options for bike ramps on the field. The residents reported that their children were not involved with this construction and that parents and children are aware that damage to the playing field is prohibited. **ACTION – Cllr Dadge** research grant funding options.

26.43 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Chiva (personal).

26.44 **MINUTES OF THE PREVIOUS MEETING:** It was **resolved** to approve the minutes of the meeting held on Wednesday 11<sup>th</sup> February 2026 as a true and accurate record, and they were signed by the Chair.

26.45 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None.

26.46 **COUNCILLOR VACANCIES:** No applications for co-option received.

26.47 **DECLARATIONS OF INTEREST:** No declarations of interest or written requests for dispensation for disclosable pecuniary interests were received.

26.48 **GOVERNANCE:**

26.48.1 Members noted purchases made under delegated powers:

- a) Branch Bros: slabs for bench installation, £77.22 (autocard)
- b) Branch Bros: additional slabs for bench installation, £36.50 (autocard)
- c) Amazon: CCTV sign, £4.49
- d) Defib Store: First aid kits for defibrillator cabinets, £83.96
- e) Defib Store: Replacement paediatric defibrillator pads, £148.80
- f) Sainsburys Supermarkets Ltd: Stamps, £13.60

26.48.2 Members noted the addition of the solar lights has not changed the insurance premium.

26.48.3 Members confirmed receipt of the JPAG Practitioners' Guide 2025/26.

26.48.4 Members noted the Internal Audit for 2025/26 will take place week commencing 13<sup>th</sup> April 2026.

26.48.5 Members reviewed, and it was **resolved** to adopt or re-adopt:

- a) Retention and Disposal Policy
- b) Playing Field Use Policy

26.48.6 It was **resolved** to approve the Council Privacy Notices:

- a) General Privacy Notice
- b) Members and Employees Privacy Notice

26.48.7 It was **resolved** to adopt, on recommendation of the Burials Committee (BC 26.5.1 and 2):

- a) Northborough Cemetery Management Plan and Operating Manual

- b) Transfer of Exclusive Right of Burial application.

26.49 **PLANNING:**

26.49.1 Members considered Application 26/002122/HHFUL: Demolition of existing garage and original single storey rear extension and erection of single storey rear and side extensions, single storey enclosed front porch, insertion of window to existing flank wall, removal of chimney and rooflight and rendering of existing external brick walls, at 30 Granville Avenue. It was **resolved** that the Council has no objection in principle to this application. However it was noted that the boundary on plan 604-06 is an assumed boundary, therefore the Council would like to ask the planning officer to seek clarification on the exact position of the boundary, prior to making the decision, in light of the fact that the proposed extension is very close to it. **ACTION – Clerk** to respond to PCC Planning Services.

26.49.2 *To note applications and decisions received after the publication of the agenda:* None.

26.50 **VILLAGE AMENITIES AND MAINTENANCE:**

26.50.1 Members reviewed outstanding maintenance and Councillors' actions, and to note completed maintenance works:

- a) The missing dog waste bin on East Road has been replaced by PCC.
- b) The refurbishment of the bench for installation in Clare Road is in progress.
- c) The spray painting of dog fouling is due to take place towards the end of April 2026.

26.50.2 Members noted that the new solar lighting was installed in the Village Hall car park on Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> March 2026, and Cllr Dadge reported that the installation went as planned, all of the lights are working and each light was supplied with a remote control that operates all of the lights. **ACTION – Cllr Dadge** to distribute the remote controls to the Village Hall, the Clerk, Cllr Thomas, and store the remaining two.

26.50.3 Members noted that the new mushroom stepping stones were installed in the children's play area on 30<sup>th</sup> March 2026, and Cllr Parker-Brown reported that the installation went as planned and the equipment is a welcome addition to the play area. It was noted that the invoice included hire of heras fencing which was not used during the installation. **ACTION – Clerk** to raise a query of this charge with Wicksteed Leisure Ltd.

26.50.4 Members noted that the new noticeboard was installed in Church Street on Wednesday 1<sup>st</sup> April 2026. All members commented that it is a significant improvement.

26.50.5 Members noted that the new memorial bench has been installed on the playing field, and members noted thanks from the family who requested the first memorial plaque.

26.50.6 Members discussed parking issues on East Road at busy times, where cars are parking on both sides of the road and on pavements making access for cars and pedestrians difficult and hazardous. Members discussed parking restrictions used in local villages, however it was agreed that there is not an obvious solution. **ACTION – Clerk** to report the issue to PCC Highways.

26.50.7 It was noted that members discussed the removal of the bike ramp at the working group, together with the feedback from residents; members had agreed to explore options for consideration by Council, for example grant funding.

26.50.8 Members received a report from Cllr Parker-Brown on repair and maintenance priorities for the Playing Field play equipment. It was agreed to obtain quotations for the repair or resurfacing of the basketball court and the repair and re-painting of the play area fence, and noted a working group intends to clean the play equipment. **ACTION – Cllr Thomas** to submit proposal for the purchase of a pressure washer for consideration at the May meeting. It was noted that the swings removed by PCC have not yet been replaced. **ACTION – Clerk** to enquire with PCC about the swings. Cllr Parker-Brown to request quotations from PCC for various works. It was noted that the wide gate to the play area will need signage and to remain unlocked once the inclusive roundabout is installed to allow wheelchair access. **ACTION – Clerk** to obtain additional quotations for the repair and maintenance of the children's play for consideration at the May meeting.

26.50.9 Members discussed recent damage to the Play Field caused by digging and removal of turf in an attempt to construct a new 'bike ramp': it was agreed that it is disappointing that damage to the playing field has occurred since the removal of the initial bike ramp and an explanation given to the members of the public who attended the March meeting and published in the minutes. The comments made by the members of the public were noted.

26.51 **BIODIVERSITY, NATURE AND CLIMATE:** None.

26.52 **COMMUNITY AND EVENTS:**

- 26.52.1 Members received an update on the Good Neighbours Rural Peterborough initiative in Northborough from Cllr Pearce, who attended the trustees meeting on 11<sup>th</sup> March 2026: GNRP is expecting grant funding, the extent of which will determine the 2026/27 membership fees; there are plans to expand the initiative to Peterborough City Centre and there are currently 4-5 clients and 3 active volunteers in Northborough.
- 26.52.2 Members agreed that the Annual Parish meeting will be held on Wednesday 13<sup>th</sup> May 2026, starting at 7.00pm and followed by the Annual Meeting of the Parish Council, and that the format for the Annual Parish Meeting scheduled for Saturday 16<sup>th</sup> May 2026 is amended to the Annual Residents' meeting where residents will have the opportunity to engage directly with councillors, hear from local community groups, and participate in an open forum to discuss parish affairs in an informal setting.
- 26.52.3 Members discussed news for inclusion in the May/June edition of the Village Tribune; Cllr Thomas reported that the first draft has been sent to the Clerk. **ACTION – Cllr Dadge** to send information on PCC sustainability to the Clerk for inclusion. **ACTION – Clerk** to amend the draft and submit to the Village Tribune.

26.53 **FINANCE:**

- 26.53.1 It was **resolved** to approve the attached Schedule of Receipts and Payments.
- 26.53.2 It was **resolved** to approve the financial reports for year 2025/26.
- 26.53.3 Members reviewed the 2026/27 budget; it was **resolved** to carry forward the balance of the Village Assets budget line and to approve the transfers to and from earmarked reserves.
- 26.53.4 Members considered a request from a resident for tree works to a Cemetery tree overhanging the boundary fence. Members discussed advice from a tree surgeon who had inspected the tree, which is that the tree is healthy, and no health and safety works are required, however the tree should be ivy banded now or at a future time, for which a quotation was provided. It was **resolved** that no tree works are required at this time. **ACTION – Clerk** to respond to the resident with the Council's decision and explanation.
- 26.53.5 *To consider a proposal to replace the roundabout in the children's play area with an inclusive roundabout.* It was agreed to defer this item until further quotations for installation have been obtained.
- 26.53.6 Members noted the submission of VAT refund claim for period 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 in the sum of £10,092.51.
- 26.53.7 It was **resolved** to approve the Burial Committee's recommendation to extend the Exclusive Rights of Burials (and Reservation of Grave Spaces) issued on a 5-year renewal basis to the standard term of 75 years (BC2626.4.2).
- 26.53.8 It was **resolved** to approve payment of invoice dated 16<sup>th</sup> March 2026 from GD Services in the sum of £160.00 for grave digging fees.
- 26.53.9 Members considered a proposal regarding Playing Field signage; it was **resolved** to replace the current signs with metal and installed in the existing locations. **ACTION – Cllr Parker-Brown** to send dimensions to the Clerk. **ACTION – Clerk** to obtain quotations for consideration at the May meeting.
- 26.53.10 It was **resolved** to approve amendment to the staff salary standing order.

26.54 **REPORTS FROM COUNCILLORS AND CLERK:**

- 26.54.1 Members received reports from Councillors:
  - a) Cllr Sloan reported that he will be submitting a proposal for a memorial bench to replace the existing bench on East Road. **ACTION – Cllr Sloan** to submit proposal for the May meeting. **ACTION – Clerk** to liaise with Cllr Sloan.
- 26.54.2 *To receive a report from Clerk on items not covered elsewhere on the agenda:* None.
- 26.54.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
  - a) Good Neighbours - Rural Peterborough Trustees' meeting, to be held on Wednesday 11<sup>th</sup> March 2026 via Zoom.

- b) Northborough Community Association meeting, held on Wednesday 18<sup>th</sup> March 2026 at 7.00pm in The Cromwell Suite, Northborough and Deeping Gate Village Hall.
- c) Northborough Community Association meeting, to be held on Wednesday 15<sup>th</sup> April 2026 at 7.00pm in The Cromwell Suite, Northborough and Deeping Gate Village Hall.
- d) NPC Working Group meeting, to be held on Monday 27<sup>th</sup> April 2026 at 7.00pm in The Cromwell Suite, Northborough Village Hall.

#### 26.55 CORRESPONDENCE RECEIVED:

- 26.55.1 Members considered correspondence from a resident regarding the roundabout and mushroom stepping stones in the children's play area and duck footprints on the school path; the Clerk reported that a response had been sent to explain that stepping stones would be replaced in April 2026, NPC intends to replace the roundabout and PCC would likely have installed the footprints, but the school may have funded the works.
- 26.55.2 Members noted correspondence from the Environment Agency regarding Maxey Cut Banks Refurbishment and an upcoming drop in event on Wednesday 22<sup>nd</sup> April at 1.30pm-3.30pm at Glington Village Hall. **ACTION – Clerk** to add to the information to the website; **ACTION – Cllr Thomas** to add the information to the Council Facebook page.

26.56 **NEXT MEETING:** The date of the next meeting, being the Annual Meeting of the Parish, was confirmed as Wednesday 13<sup>th</sup> May 2026, commencing after the Annual Parish Meeting.

There being no further business the Meeting closed at 8.14pm.

Approved as a true record of the meeting: ..... Chair, 13<sup>th</sup> May 2026

Abbreviations used in these Minutes:

PCC – Peterborough City Council  
GNPR – Good Neighbours Rural Peterborough  
NPC – Northborough Parish Council  
NCA – Northborough Community Association

#### Schedule of Receipts and Payments (26.53.1)

Items marked \* were paid prior to the meeting as per the agreed regular payments list (Minute 25.15.1), 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) Burial fees: Memorial permit, £120.00
- b) Memorial bench plaque: £19.81
- c) Burial fees: ashes interment, £410.00
- d) Unity Trust Bank: Interest, £25.99

##### Payments:

- e) Lloyds Bank Plc: Monthly debit card fee (2<sup>nd</sup> March 2026), £3.00 (autocard)\*
- f) Etsy: Green Burials area signage £41.50 (Minute 25.160.7) (autocard)\*
- g) Amazon: Laminator and pouches, £27.59 incl. VAT (autocard) (Minute 26.20.1.c)\*
- h) HP Instant Ink UK: Ink subscription (20<sup>th</sup> February 2026), £13.49 incl. VAT (autocard)\*
- i) Information Commissioner's Office: Data Protection Fee, £47.00 (direct debit)\*
- j) Anglian Water Business t/a Wave: Cemetery water supply (8<sup>th</sup> March 2026), £19.01 (direct debit)\*
- k) CAPALC: Annual affiliation fee, £565.71\*
- l) Cloud Next: .go.uk domain renewal (20<sup>th</sup> January 2026), £60.00 incl. VAT\*
- m) G D Services: Grave digging fee (Minute 26.39.4), £240.00
- n) Northborough Village Hall (NCA): Net Zero grant, £2097.19 (Minute 26.39.6)\*

- o) Staff Salary: Basic (February 2026), £1356.97\*
- p) Defib Store: Replacement paediatric defibrillator pads (26<sup>th</sup> March 2026), £148.80 incl. VAT (Minute 26.48.1.e)\*
- q) Mumby Landscapes Ltd: Overflow carpark repair, £2078.40 incl. VAT (Minute 25.146.6)\*
- r) Mark Pinfold Property & Gardening Services: 'Bike ramp' removal & grass maintenance, £290.00 (Minute 26.25.5)\*
- s) Unity Trust Bank: Service charge (31<sup>st</sup> March 2026), £7.00\*
- t) Nest Pensions: March 2026, £91.70 (direct debit)\*
- u) Staff Salary Adjustment: March 2026, £194.60
- v) HMRC: PAYE (March 2026), £246.34
- w) Beebys: Contracted Grounds Maintenance (26<sup>th</sup> March 2026), £2085.09 incl. VAT
- x) Biffa Waste Services Limited: Cemetery waste management (31<sup>st</sup> March 2026), £70.75 incl. VAT (direct debit)
- y) Mark Pinfold Property & Gardening Services: Church Street noticeboard installation, £280.00 (Minute 26.11.4)
- z) Greenbarnes Ltd: Church Street noticeboard (18<sup>th</sup> March 2026), £1551.70 incl. VAT (Minute 25.160.6 & 26.39.3)
- aa) Wicksteed Leisure Ltd: Mushroom stepping stones, £4005.89 incl. VAT (Minute 26.11.3)