

Northborough Parish Council

Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

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To All Members of the Council:

You are hereby summoned to attend a **Meeting of Northborough Parish Council** to be held on **Wednesday 10th April 2024** 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

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.

24.40 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.

24.41 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 13th March 2024.

24.42 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None.

24.43 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to one councillor.

24.44 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.

24.45 GOVERNANCE:

45.1 To note that the Internal Audit has been booked for Wednesday 15th May 2024.

45.2 To note the AGAR documents for financial year 2023/24 have been published by the external auditor, PKF Littlejohn.

45.3 To confirm receipt of the JPAG Practitioners' Guide 2024.

45.4 To approve the setting up of standing orders for part time staff salaries.

24.46 PLANNING:

46.1 To note Application 24/00099/FUL: One bedroom log cabin for use as an annexe (retrospective), 45 Granville Avenue has been permitted.

46.2 To note Application 24/00068/HHFUL: Proposed single storey side extension with linked porch between bungalow and garage, 10 Church View has been permitted.

46.3 To consider Planning Application 24/00188/HHFUL: Single storey side extension, 1 Crowson Crescent.

46.4 To consider Planning Application 24/00361/FUL: Part demolition of stone wall and installation of black metal field gate. Erection of 1m high black metal fencing south and .7m high black metal fencing north of the stone wall including planting of mixed native hedge in front of 1.7m high fence, Land Adjacent to 5 Church Farm Mews.

46.5 To consider Application 24/00339/HHFUL: Single storey extension, new sewage treatment plan and a brick plinth to wrap around both existing and proposed roof tiles, White Lodge 2 Rippons Drive.

24.47 VILLAGE AMENITIES AND MAINTENANCE:

47.1 To review outstanding maintenance and Councillors' actions.

24.48 COMMUNITY AND EVENTS:

- 48.1 To receive an update on plans for NPC's Food and Beer Event on 7th July 2024.
- 48.2 To receive an update on Community Speed Watch events.
- 48.3 To discuss NPC's content contribution to the next edition of the Village Tribune.
- 48.4 To note the JCC Spring 2024 Update.
- 48.5 To discuss the list of invitees to the Annual Parish Meeting 2024.
- 48.6 To note the receipt of the D-Day flag and agree plans for the raising of the flag on Thursday 6th June 2024.

24.49 FINANCE:

- 49.1 To approve the attached Schedule of Receipts and Payments.
- 49.2 To approve the financial reports for financial year 2023/24 to 31st March 2024.
- 49.3 To review the budget for financial year 2024/25.
- 49.4 To consider invoice from CAPALC for Affiliation for year 2024/25 in the sum of £497.61 for standard membership or £547.61 for standard membership and DPO scheme.
- 49.5 To agree the budget for the Food and Beer Event on 7th July 2024.
- 49.6 To approve payment of invoice dated 7th April 2024 from Cheeky Moo Face Painting in the sum of £210.00.
- 49.7 To further discuss the proposal to purchase new children's play equipment for installation on the Playing Field.
- 49.8 To note an increase in the cost of Biffa Waste services for the collection of Cemetery waste.
- 49.9 To approve Councillor training for Cllr Pearce, provided by CAPALC in the sum of £75.00.

24.50 REPORTS FROM COUNCILLORS AND CLERK:

- 50.1 To receive reports from Councillors.
- 50.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 50.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association, 7.00pm on 20th March 2024 in Northborough Village Hall: Report.
 - b) CPR and Defibrillator Training provided by East Anglian Air Ambulance, 5.30pm on 10th April 2024 in Northborough Village Hall: Report.
 - c) Northborough Community Association, 7.00pm on 17th April 2024 in Northborough Village Hall.
 - d) NPC Working Party meeting, 7.00pm on Monday 22nd April 2024 in Northborough Village Hall.

24.51 CORRESPONDANCE RECEIVED:

- 51.1 Resident: Informing NPC that Openreach are building a new exchange which will service the north half of the Village but does not postcodes including Claypole Drive due to complex network issues.
- 51.2 Resident: Informing NPC green a pile a green waste has been on the on the playing field at the rear of a property on Claypole Drive since October.
- 51.3 Resident: Informing NPC that Russian Vine appears to be growing on a tree on the playing field at the rear of the properties on Claypole Drive.

24.52 NEXT MEETING:

- 52.1 To confirm date of the next Council meeting as Wednesday 8th May 2024.
- 52.2 To confirm date of the next Annual Parish Meeting as Sunday 19th May 2024.

Abbreviations used in this Agenda:

AGAR – Annual Governance and Accountability Return

JPAG – Joint Panel on Accountability and Governance

NPC – Northborough Parish Council

JCC- John Clare Countryside

CAPALC – Cambridge and Peterborough Association of Local Councils

Schedule of Receipts and Payments (24.49.1)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 22.69.1), as a statutory obligation, as an already approved payment 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: One new Memorial, £120.00
- b) Glinton & Northborough Football Club: Grass Cutting Contract (annual), £600.00
- c) Unity Trust: Interest (January 2024 – March 2024), £298.29

Payments:

- d) Lloyds Bank Plc: Monthly debit card fee (March 2024), £12.00 (autocard)*
- e) Wave Utilities: Cemetery Water supply (September – December 2023), £38.40 (autocard)*
- f) Information Commissioners Office: Data protection fee (annual), £35.00 (direct debit)*
- g) Unity Trust Bank: Service Charge (January 2024 – March 2024), £18.00*
- h) Staff Salary: Basic (March 2024), £1103.88*
- i) Nest: Staff Pension (March 2024), £73.01 (direct debit)*
- j) Staff Salary: Adjustment (March 2024), £223.98
- k) HMRC: PAYE (March 2024), £43.40
- l) Beebys: Contracted Grounds Maintenance (31st March 2024), £1855.72
- m) Newton Newton Flag & Banner Makers Ltd: D-Day Flag (28th March 2024), £28.80 incl VAT (Minute 24.36.4)
- n) HP Instant Ink: Printer ink subscription (21st March 2024), £11.99 incl VAT (autocard)
- o) Biffa Waste: Cemetery Waste Collection (31st March 2024), £59.38 incl VAT (direct debit)
- p) Wave Utilities: Cemetery Water supply (December 2023 – March 2024), £19.10