

Northborough Parish Council

Northborough & Deeping Gate Village Hall
Cromwell Close, Northborough, Peterborough, PE6 9DP
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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 8th May 2024** starting at **7.00pm**, at Northborough & Deeping Gate Village Hall, Cromwell Close, Northborough PE6 9DP.

Members of the public and media representatives are welcome to attend.



Elinor Beesley, Clerk

AGENDA

ATTENDANCE

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

24.54 ELECTIONS AND DECLARATIONS OF OFFICE:

- 54.1 To elect the Chair for the year 2024/25.
- 54.2 To elect the Vice- Chair for the year 2024/25.
- 54.3 Elected Chair and Vice-Chair to sign Declarations of Acceptance of Office.
- 54.4 All other members to sign Declarations of Acceptance of Office.
- 54.5 To submit any amended Declarations of Members' Interests forms.

24.55 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.

24.56 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 10th April 2024.

24.57 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.

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

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

24.60 COUNCILLOR RESPONSIBILITIES: To confirm portfolio of responsibilities for the year 2024/25.

24.61 COMMITTEE AND WORKING PARTIES: To confirm membership and re-adopt Terms of Reference for:

- 61.1 Burial Grounds Committee.
- 61.2 Working Parties:
 - a) General
 - b) Finance and Governance
 - c) Play Equipment

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

- 66.23 Village Hall Management Committee.
- 66.24 Police Liaison Groups and Neighbourhood Watch.
- 66.25 Parish Council Liaison Group (PCC/GNRP).

24.63 SCHEDULE OF COUNCIL MEETINGS:

- 63.1 To re-confirm dates and venue of scheduled council meetings (as second Wednesday of every month excluding August, starting at 7.00pm in Northborough & Deeping Gate Village Hall).
- 63.2 To agree potential date options for the Annual Village Meeting 2025.

24.64 REGULATORY DOCUMENTS: To adopt or re-adopt:

- 64.1 Standing Orders
- 64.2 Financial Regulations
- 64.3 Code of Conduct

24.65 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 65.1 To review current Asset Register for insurance purposes.

24.66 GOVERNANCE:

- 66.1 Cllr Pearce to sign acceptance to receive Agenda Summons electronically.

24.67 PLANNING:

- 67.1 To consider Application 24/00518/HHFUL: Proposed double storey front and single storey rear extension, 7 Claypole Drive.
- 67.2 To consider Application 24/00544/LBC: Demolition of a length of 1.6m of stone wall adjacent to aviary and installation of black metal field gate, Land adjacent to 5 Church Farm Mews.

24.68 VILLAGE AMENITIES AND MAINTENANCE:

- 68.1 To review outstanding maintenance and Councillors' actions.
- 68.2 To note Northborough Primary School have confirmed the planting of the replacement trees along the boundary between the school playing field and NPC land in Church View will commence in November 2024.
- 68.3 To consider any NPC action regarding parking on Claypole Drive close to the junction with Castle Drive.
- 68.4 To discuss the removal of the hedge on the boundary between the playing field and a property on Claypole Drive and to consider any Council action.

24.69 COMMUNITY AND EVENTS:

- 69.1 To note the errors contained in the list of NPC Councillors in the Village Tribune and the apology received from the Village Tribune together with the assurance that the mistakes will be rectified from the next issue.
- 69.2 To receive an update on plans for NPC's Food and Beer Event to be held on Sunday 7th July 2024.
- 69.3 To receive an update on plans for the Beer and Food Event to be held on Sunday 7th July 2024.
- 69.4 To review confirmed speakers and confirm the arrangements for the Annual Parish Meeting to be held on Sunday 19th May 2024.
- 69.5 To confirm the arrangements for the raising of the D-Day flag at 9.00am on Thursday 6th June 2024.
- 69.6 To note upcoming Speed Watch events and confirm participation.

24.70 FINANCE:

- 70.1 To approve the schedule of regular payments to suppliers for the year 2024/25.
- 70.2 To approve the attached Schedule of Receipts and Payments.
- 70.3 To approve the financial reports one month to 30th April 2024.
- 70.4 To consider a proposal to purchase a basket swing for installation in the Children's play area.
- 70.5 To consider quotations for the renewal of the Annual Parish Insurance Policy and to note the renewal date of 1st June 2024.
- 70.6 To consider a proposal to purchase two Northborough flags.
- 70.7 To note the Grounds Maintenance contract has, from 1st April 2024, increased by 6% as per the agreed terms and conditions of the service order.

24.71 REPORTS FROM COUNCILLORS AND CLERK:

- 71.1 To receive reports from Councillors.

- 71.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 71.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association, 7.00pm on 17th April 2024 in Northborough Village Hall: Report.
 - b) Northborough Community Association, 7.00pm on 15th May 2024 in Northborough Village Hall.
 - c) NPC Working Party meeting, 7.00pm on Monday 27th May 2024 in Northborough Village Hall.

24.72 CORRESPONDANCE RECEIVED:

- 72.1 Village Tribune: Correspondence regarding the Community Harvest Supper organised by Willow Brook Farm Shop.
- 72.2 Resident: Correspondence expressing concern about large trees on Lincoln Road.

24.73 NEXT MEETINGS:

- 73.1 To confirm date of the next Council meeting as Wednesday 12th June 2024.
- 73.2 To confirm date of the next Annual Parish Meeting as 10.00am on Sunday 19th May 2024.

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

PCC – Peterborough City Council

GNRP – Good Neighbours Rural Peterborough

Schedule of Receipts and Payments (24.70.2)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 24.70.1), 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) Peterborough City Council: 1st Instalment of Parish Precept, £10,656.92
- b) Peterborough City Council: 1st Instalment of Parish Recreation Grounds, £8,758.00
- c) Peterborough City Council: 1st Instalment of Parish Burial Grounds Grant, £3,461.08

Payments:

- d) Lloyds Bank Plc: Monthly debit card fee (April 2024), £12.00 (autocard)*
- e) Staff Salary: Basic (April 2024), £1094.66*
- f) Nest: Staff Pension (April 2024), £73.01 (direct debit)*
- g) Cheeky Moo: Face Painting (Summer 2024 Event), £210.00 (Minute 24.49.6)*
- h) Nationwide Amusements: Deposit for fairground rides (Summer 2024 Event), £600.00 incl VAT (Minute 24.49.5)*
- i) Euroloos Limited, Portaloo hire (Summer 2024 Event), £378.00 incl VAT (Minute 24.49.5)*
- j) Staff Salary: Adjustment (April 2024), £217.81
- k) HMRC: PAYE (April 2024), £68.94
- l) Dropbox: Cloud Storage subscription (annual), £95.88 incl VAT
- m) HP Instant Ink: Printer ink subscription (21st April 2024), £13.99 incl VAT (autocard)
- n) Biffa Waste: Cemetery Waste Collection (30th April 2024), £59.38 incl VAT (direct debit)
- o) Beebys: Contracted Grounds Maintenance (30th April 2024), £1967.07