

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 12th June 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

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.

- 24.74 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.
- 24.75 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 8th May 2024.
- 24.76 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: Cllr Neil Boyce, Glington and Castor Ward Councillor.
- 24.77 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to one councillor.
- 24.78 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.
- 24.79 GOVERNANCE:
 - 79.1 To note purchases made under delegated powers:
 - a) G Abbott: Abbott: Plants reimbursement, £23.99
 - b) A M Kreative: Flyer printing and delivery (Summer 2024 Event), £129.60
 - 79.2 To confirm receipt of The Good Councillors Guide 2024.
 - 79.3 To adopt JPAG Practitioner's Guide 2024.
 - 79.4 To adopt:
 - a) Financial Regulations 2024
 - b) Health and Safety Policy
 - c) Equality and Diversity Policy
- 24.80 ANNUAL GOVERNANCE:
 - 80.1 To note Annual Internal Audit Report 2023/24.
 - 80.2 To approve Annual Governance Statement 2023/24.
 - 80.3 To approve Accounting Statements 2023/24.
 - 80.4 To note Bank Reconciliation to accompany AGAR 2023/24.
 - 80.5 To note Explanation of Variances to Accompany AGAR 2023/24.
 - 80.6 To note dates of the Period for the Exercise of Public Rights for year 2023/24.

24.81 PLANNING:

- 81.1 To consider Application 24/00610/WCPP: Removal of condition C1 (noise management) pursuant to planning permission 23/00136/FUL, Land at Giddons Drove Track, Peakirk Road.
- 81.2 To note Application 24/00188/HHFUL: Single storey side extension, 1 Crowson Crescent has been permitted.

24.82 VILLAGE AMENITIES AND MAINTENANCE:

- 82.1 To review outstanding maintenance and Councillors' actions.
- 82.2 To receive an update on the purchase of the new basket swing for the Playing Field.
- 82.3 To receive an update on the request for double yellow lines at the junction of Claypole Drive and Castle Drive.
- 82.4 To receive an update on the installation of the bench on Clare Road.
- 82.5 To discuss the pruning of a tree on the Playing Field on the instruction of a resident.
- 82.6 To note the issue of graffiti on the 'give way' sign at the junction of Lincoln Road and Maxey Road has not been removed and has been updated by PCC as no further action.
- 82.7 To note the issue reported to PCC of the faded 'give way' sign at the junction of Church Street with Lincoln Road has been assessed as a medium priority by PCC and they aim to repair it within two months from 5th June 2024.

24.83 COMMUNITY AND EVENTS:

- 83.1 To discuss NPC news for inclusion in the July/August edition of the Village Tribune.
- 83.2 To note PC Stephen Main patrolled in Northborough, including around the Village Hall, on the evening of Thursday 23rd May 2024 and noted no suspicious activity or occupied parked cars in the Village Hall Car Park, and he shut the gate to the overflow car park.
- 83.3 To note the request from GNFC to hold its annual Club Presentation Day on Saturday 15th June 2024 was granted, and receipt of copies of the Risk Assessment and Temporary Event Notice have been received.
- 83.4 To note Peterborough Northern Neighbourhood Police Surgeries will be held twice a year in each of the wards with the hosting of the surgeries rotating between willing Parish Councils; the surgeries are open to all residents of parishes within the ward.
- 83.5 To receive an update on plans for NPC's Food and Beer Event to be held on Sunday 7th July 2024.
- 83.6 To note upcoming Speed Watch events and confirm participation.

24.84 FINANCE:

- 84.1 To approve the attached Schedule of Receipts and Payments.
- 84.2 To approve the financial reports for one month to 31st May 2024.
- 84.3 To consider the renewal of the grounds maintenance contract on 1st October 2024.

24.85 REPORTS FROM COUNCILLORS AND CLERK:

- 85.1 To receive reports from Councillors.
- 85.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 85.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association, 7.00pm on 15th May 2024 in Northborough Village Hall: Report.
 - b) D-Day raising of the flag , 10.00am on Thursday 6th June 2024: Report
 - c) Northborough Community Association, 7.00pm on Wednesday 19th June 2024 in Northborough Village Hall.
 - d) Parish Liaison Group Meeting, 6.30pm on Wednesday 19th June 2024 via Zoom.
 - e) NPC Working Party meeting, 7.00pm on Monday 24th June 2024 in Northborough Village Hall.

24.86 CORRESPONDANCE RECEIVED:

- 86.1 The Office of Lord Foster: To consider correspondence asking for support for their campaign to improve the safety of lithium batteries (used in e-bike and e-scooters).
- 86.2 Willowbrook Farm Shop: To consider correspondence asking for support for the Community Harvest Supper to be held on 14th?? September 2024.

24.87 NEXT MEETING: To confirm date of the next Council meeting as Wednesday 10th July 2024.

Abbreviations used in this Agenda:

AGAR – Annual Governance and Accountability Return

NPC – Northborough Parish Council

GNFC – Glinton and Northborough Football Club

PCC – Peterborough City Council

Schedule of Receipts and Payments (24.84.1)

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) Burial Fees: Two Exclusive Rights of Burial Deed, £1000.00
- b) Burials Fees: One interment, £300.00
- c) CAPALC: Affiliation refund, £547.61
- d) HMRC: Vat refund (2023/24), £5178.71.

Payments:

- e) Lloyds Bank Plc: Monthly debit card fee (May 2024), £12.00 (autocard)*
- a) Staff Salary: Basic (May 2024), £1094.46*
- b) Nest: Staff Pension (May 2024), £78.09 (direct debit)*
- c) G Abbott: Abbott: Plants reimbursement, £23.99 (Minute 24.36.3)*
- d) A M Kreative: Flyer printing and delivery (Summer 2024 Event), £129.60*incl VAT (Minute 24.49.5)*
- e) Staff Salary: Adjustment (May 2024), £307.97
- f) HMRC: PAYE (May 2024), £165.88
- g) HP Instant Ink: Printer ink subscription (21st May 2024), £11.99 incl VAT (autocard)
- h) Biffa Waste: Cemetery Waste Collection (31st May 2024), £59.38 incl VAT (direct debit)
- i) Beebys: Contracted Grounds Maintenance (31st May 2024), £1967.07