

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 a **Meeting of Northborough Parish Council** to be held on **Wednesday 11th September 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.

- 24.101 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.
- 24.102 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 10th July 2024.
- 24.103 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None.
- 24.104 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to one councillor.
- 24.105 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.
- 24.106 GOVERNANCE:
 - 106.1 To note purchases made under delegated powers:
 - a) Post Office Ltd: Postage stamps, £10.40
 - b) PKF Littlejohn: External Auditor costs, £345.00
 - 106.2 To adopt or re-adopt:
 - a) Co-option Policy
 - b) Freedom of Information Policy
 - c) Retention and Disposal Policy
 - d) Biodiversity Policy
 - 106.3 To note the Closure Letter and External Auditors Report has been received from PKF Littlejohn regarding the AGAR 2023/24, and the Notice of Conclusion of Audit has been published.
 - 106.4 To consider the offer of free Associate Membership to Good Neighbours Rural Peterborough.
- 24.107 PLANNING:
 - 107.1 To note Application 24/00610/WCPP: Removal of condition C1 (temporary permission) pursuant to planning permission 23/00136/FUL, Land at Giddons Drove Track, Peakirk Road has been permitted.
 - 107.2 To consider Application 24/00964/HHFUL: Proposed two storey side extension, 19 Lincoln Road.
 - 107.3 To consider Application 24001128/WCPP: Variation of condition C2 (plans) pursuant to planning permission 22/00240/FUL, Land adjacent to 4 Church Farm Mews.
 - 107.4 To consider Application 24/01140/CTR: Silver birch (red) and cherry (purple) 1m phone line

clearance, remove 2no. Holly (blue), remove ask (yellow) and cherry reduce and shape by approx. 1m (green), 22A Church Street

- 107.5 To consider Application 24/01068/HJFUL: Increase the height of the main chimney stack (1.8m above ridge-line and install a cowl, 1 Church Street.
- 107.6 To consider Application 24/01069/LBC: Increase the height of the main chimney stack (1.8m above ridge-line and install a cowl, 1 Church Street.

24.108 VILLAGE AMENITIES, MAINTENANCE:

- 108.1 To review Councillors' actions.
- 108.2 To note maintenance issues reported to PCC:
 - a) Damaged step between Paradise Lane and Maxey Cut; the Clerk is awaiting an update.
 - b) A resident reported that a Birch tree on the green area on the corner of Clare Road and Claypole Drive is leaning and may damage the boundary wall of a property if it were to fall; the Clerk is awaiting an update.
- 108.3 To agree action to be taken regarding a bench on Lincoln Road that has come loose from its base and has been cordoned off.
- 108.4 To agree action to be taken regarding fallen branch in the Cemetery.
- 108.5 To discuss the damaged stone wall at the green area on the Corner of East Road and Lincoln Road.
- 108.6 To consider a request from a resident to trim a tree in Northborough Playing Field that is overhanging their property boundary and permission to dispose of the branches.
- 108.7 To note plans received from PCC showing proposals for new parking restrictions within the village and that the Consultation process ends on 16th August 2024.
- 108.8 To approve the amendments, to provide further clarification, to the grounds maintenance contact in preparation for the signing of the renewal for a further year.

24.109 BIODIVERSITY:

- 109.1 To note an update from Councillor Dadge following a meeting with Mike Horne from Langdyke Countryside Trust and Tony Cook from PECT.
- 109.2 To consider a proposal to create additional wildflower areas on the Playing Field.

24.110 COMMUNITY AND EVENTS:

- 110.1 To note the temporary Speedwatch Coordinator role has been filled by Julie Clark who started on 5th August 2024 and will be in post until 31st March 2025.
- 110.2 To consider a proposal for the Village Christmas Tree Light Switch On Event 2024.
- 110.3 To consider NPC content for the next edition of the Village Tribune.

24.111 FINANCE:

- 111.1 To approve the attached Schedule of Receipts and Payments.
- 111.2 To approve the financial reports for two months to 31st August 2024.
- 111.3 To approve payment of Invoice dated 5th August 2024 from Northborough Community Association for the excess waste collection charges due to Northborough Beer and Food Festival on 7th July 2024 in the sum of £69.46.
- 111.4 To approve payment of invoice dated 31st August 2024 from Eyelid Productions Ltd for Annual website support in the sum of £100.00
- 111.5 To approve payment of invoices dated 23rd August 2024 in the sum of £145.00 and 30th August 2024 in the sum of £145.00 from G D Services for grave digging services.
- 111.6 To consider an Application for a Community Grant from NCA for a contribution towards a replacement hard drive for the CCTV system that monitors the Village Hall and the Village Hall Car Park.
- 111.7 To consider a proposal to purchase the title deeds for the Land Registry for the green area at the Corner of East Road and Lincoln Road in the sum of £19.95 in order to establish the owner of the stone wall (Item 24.108.2).
- 111.8 To consider a proposal spend up to £300.00 in order to purchase seeds and bulbs in relation to item 24.109.2.
- 111.9 To approve a proposal to spend up to the value of Ecological, Wildlife and Sustainability earmarked reserves in relation to item 24.109.2.

24.112 REPORTS FROM COUNCILLORS AND CLERK:

- 112.1 To receive reports from Councillors.
- 112.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 112.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association, held on Wednesday 17th July 2024 and Wednesday 21st August 2024 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Report.
 - b) Local Plan Consultation Meeting to be held on Wednesday 11th September 2024 at 6.00pm at Peterborough Town Hall.
 - c) NPC Working Party meeting to be held on Monday 30th September 2024 at 7.00pm in Northborough Village Hall.
 - d) Parish Liaison Group Meeting, 6.30pm on Wednesday 2nd October 2024 via Zoom and in person, venue to be confirmed.

24.113 CORRESPONDANCE RECEIVED:

- 113.1 To note an invitation from the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough to respond to a survey asking for views on policing and crime priorities, as the Commissioner prepares a new Police and Crime Plan for Cambridgeshire and Peterborough.
- 113.2 To consider an invitation from PCC for Councillors to attend a Carbon Literacy Course at no charge to NPC; course dates being available from September 2024 to March 2025.
- 113.3 To consider an invitation Peterborough City Council Electoral Services to comment on the five-year review of polling places within PCC polling districts.
- 113.4 To note correspondence from the Forcewide Watch Coordinator concerning Auto Speed Watch and similar automated ANPR Speedwatch systems.
- 113.5 To consider an invitation from Cambridgeshire and Peterborough Combined Authority to attend a stakeholder engagement event for Bus reform within the region.
- 113.6 To consider an invitation to Cambridgeshire ACRE's AGM invitation on Wednesday 9th October 2024, 2.00pm-3.00pm via Zoom.

24.114 NEXT MEETING: To confirm date of the next Council meeting as Wednesday 9th October 2024.

Abbreviations used in this Agenda:

AGAR – Annual Governance and Accountability Return

PCC – Peterborough City Council

NPC – Northborough Parish Council

CIC – Community Interest Company

Schedule of Receipts and Payments (24.110.1)

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: Deed and Interment, £575.00
- b) Burial fees: Memorial, £120.00
- c) Burial fees: Interment, £295.00

Payments:

- d) Staff Salary: Basic (July 2024), £1099.66*
- e) Nest: Staff Pension (July 2024), £68.32 (direct debit)*
- f) Nest: Staff Pension (August 2024), £73.10 (direct debit)*
- g) HMRC: PAYE (July 2024), £68.32*

- h) Lloyds Bank Plc: Monthly debit card fee (July 2024), £12.00 (autocard)*
- i) Lloyds Bank Plc: Monthly debit card fee (August 2024), £12.00 (autocard)*
- j) HP Instant Ink: Printer ink subscription (21st July 2024), £11.99 incl VAT (autocard)*
- k) Post Office Ltd: Postage stamps, £10.40*
- l) Beebys: Contracted Grounds Maintenance (31st July 2024), £1967.07*
- m) Biffa Waste: Cemetery Waste Collection (30th June 2024), £59.38 incl VAT (direct debit)*
- n) Biffa Waste: Cemetery Waste Collection (30th July 2024), £59.38 incl VAT (direct debit)*
- o) Spectrum entertainment: DJ (Summer Event 2024), £300.00 (Minute 23.136.7)*
- p) Peterborough Rock Choir: Performance (Summer Event 2024), £60.00 (Minute 23.136.7)*
- q) Ukelele Band: Performance (Summer Event 2024), £150.00 (Minute 23.136.7)*
- r) J Dadge: Reimbursement (Cemetery storage box), £35.00 (24.97.4)*
- s) PKF Littlejohn: External Auditor costs (2023/24), £345.00*
- t) Staff Salary: Adjustment (July 2024), £258.21
- u) Staff Salary: Adjustment (August 2024), £244.98
- v) Beebys: Contracted Grounds Maintenance (31st August 2024), £1967.07
- w) HMRC: PAYE (August 2024), £68.52