

Northborough Parish Council

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Northborough & Deeping Gate Village Hall,

Cromwell Close, Northborough, PE6 9DP

clerk@northborough-pc.gov.uk 07713 194173

Minutes of a Meeting of Northborough Parish Council held on Wednesday 11th December 2024
starting at **7.00pm**, at Northborough Village Hall.

MEMBERS PRESENT: Councillors Tracy Thomas (Vice-Chair), Graham Fowkes, Steve Parker-Brown, Robert Chiva, Patricia Pearce and Mark Malcolm.

IN ATTENDANCE: Clerk Elinor Beesley (remote).

PUBLIC FORUM: None present.

24.143 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Malcolm (personal) and Cllr Dadge (personal).

24.144 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 13th November 2024, were approved as a true record; signing of the minutes was deferred to the meeting of 8th January 2025.

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

24.146 **COUNCILLOR VACANCIES:** No applications received.

24.147 **DECLARATIONS OF INTEREST:** No declarations of interest were received and no written requests for dispensation for disclosable pecuniary interests were granted.

24.148 **GOVERNANCE:**

148.1 *To note purchases made under delegated powers:* None.

148.2 It was **resolved** to approve amendment to staff salary standing order.

148.3 Members confirmed monthly meeting dates for 2025; it was decided to confirm the meeting date for the Annual Parish meeting at the meeting on 8th January 2025 with the preferred time being a Saturday morning at 10.00am.

24.149 **PLANNING:**

149.1 Members considered Application 24/01535/CTR: Fell 3no. conifers and various bushes in front of derelict barn adjacent to 4 Church Street, 4 Church Street and it was agreed that NPC has no objections.

149.2 Members noted Application 24/01496/PRIOR: Proposed agricultural barn, Manor Farm.

149.3 Members noted Application 24/00964/HHFUL: Proposed two storey side extension, 19 Lincoln Road has been permitted.

149.4 *To note applications and decisions received after the publication of the Agenda:* None.

24.150 **VILLAGE AMENITIES AND MAINTENANCE:**

150.1 Members reviewed outstanding maintenance and Councillors' action:

a) The Wildflower seeds have been collected by members and the areas have been strimmed by the Grounds Maintenance contractor.

b) The missing slat on the footbridge over the dyke at the edge of the Playing Field has been reported to PCC and will be repaired within two months.

c) A pothole at the junction of Claypole Drive and Castle Drive was reported to PCC and has been repaired, although the repair may be temporary.

d) Beeby's will be providing a quotation for removal of the resident's bike ramp on the Playing Field will be quoted for awaiting quote from Beeby's.

e) Beeby's are unable to supply a quotation for the re-levelling of overflow Village Hall car park.

ACTION – Clerk to obtain quotations.

24.151 BIODIVERSITY, NATURE AND CLIMATE:

- 151.1 Members noted that PECT have confirmed the date for their workshop on barriers and potential solutions to cutting carbon in homes and transport and moving towards a cleaner and green Peterborough as part of their Peterborough Accelerated Net Zero (PANZ) workshop as Thursday 16th January 2025 from 5.00pm in Northborough and Deeping Gate Village Hall. **ACTION – Clerk** to publish promotional materials once received from PET.

24.152 COMMUNITY AND EVENTS:

- 152.1 Members received reports from the Christmas Light Switch-On event 2024: The event was a success, and members discussed improvements that could be made for the 2025 event. **ACTION – Clerk** to liaise with Cllr Dudge regarding a gift for Jane Knott who has performed at previous events.

24.153 FINANCE:

- 153.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 153.2 Members **resolved** to approve the financial reports for one month to 30th November 2024.
- 153.3 Members **resolved** to approve the 5-year capital plan.
- 153.4 Members **resolved** to approve the budget and earmarked reserves for financial year 2025/26: the gross parish precept demand is £50,749.89 which is a 10.92% increase on Financial 2024/25; the Net Parish Precept Equivalent Band D Charge based on an Estimated Council Tax Base of 501.39 is £53.46 which is a 25.64% increase on Financial Year 2024/25. Members agreed that the increase is necessary in order for the Council to carry out planned expenditure and projects, and to maintain a reasonable financial position. It was noted that the Gross Parish Precept Demand for Financial Year 2024/25 was a 0% increase on Financial Year 2023/24 which resulted in a Net Parish Precept Equivalent Band D Charge based on an Estimated Council Tax Base of 500.96 of £42.55 which was a 17.06% decrease on Financial Year 2023/24; the Net Parish Precept Equivalent Band D Charge for Year 2025/26 is a 4.22% increase on Year 2023/24.
- 153.5 Members **resolved** to approve payment of invoice dated 20th November 2024 from Graytones Printers for printing of the Christmas 2024 event flyers in the sum of £4.75.
- 153.6 Members **resolved** to approve payment of invoice dated 22nd November 2024 from Boston seeds for bulbs and seeds in the sum of £265.83 plus VAT.
- 153.7 *To approve reimbursement of Christmas Event 2024 expenditure:* This item was deferred to the meeting on 8th January 2024.
- 153.8 *To approve increase in staff pay by one salary pay point following annual appraisal:* This item was deferred to the meeting on 8th January 2024.

24.154 REPORTS FROM COUNCILLORS AND CLERK.

- 154.1 *To receive reports from Councillors:* None.
- 154.2 Members received reports from Clerk on items not covered elsewhere on the agenda:
- A resident had reported that a drain cover on their drive had been damaged during the Christmas Light Switch on Event; the Clerk confirmed with NPC that members had not used the drive reported the findings to the resident.
 - A Resident reported that the Grounds Maintenance contractor mistakenly mowed the grass at the front of their and their neighbour's house (for the second time) and that the grass/ground has been damaged – Beeby's and NPC have inspected the grass and have not found any damage that would not be rectified by growth. Beeby's have confirmed that a note will be placed on all future schedules to avoid the issue happening again.
 - Former NPC Councillor Brian Mackay has passed away and the date and time of the service was passed on to members.
- 154.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
- Northborough Community Association meeting: Wednesday 20th November 7.00pm in The Cromwell Suite, Northborough Village Hall: It was reported that this meeting was the AGM.
 - John Clare Countryside conference: Tuesday 10th December 2024, 10.00am to 1.00pm at Peterborough University, Bishops Road.
 - Northborough Community Association meeting, to be held on Wednesday 18th December 2024

- at 7.00pm in The Cromwell Suite, Northborough Village Hall.
- d) PECT run Peterborough Accelerated Net Zero (PANZ) workshop: Thursday 16th January 2025 at 5.00pm to 7.30pm in Northborough & Deeping Gate Village Hall.

24.155 **CORRESPONDANCE RECEIVED:**

- 155.1 Members discussed the email from Police Sergeant Andy Gladders regarding the re-introduction of Parish Council – Police meetings in Peterborough North. **ACTION – Clerk** to invite Sergeant Gladders to the March 2025 meeting.
- 155.2 Members discussed the email from Environment & Climate Change, Peterborough City Council regarding available funding and the formation of a Climate Action Forum. **ACTION – Clerk** to request more information.

24.156 **THE NEXT MEETINGS:** Members confirmed the date of the next Council meeting as Wednesday 8th December 2024.

There being no further business the Meeting closed at 8.04pm.

Approved as a true record of the meeting: Chair, 8th January 2025

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

PECT – Peterborough City Environment Trust

Schedule of Receipts and Payments (24.153.1)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 22.69.1), 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 (new) £120.00
- b) Burial fees: Memorial (additional inscription), £90.00

Payments:

- c) Lloyds Bank Plc: Monthly debit card fee (November 2024), £3.00 (autocard)*
- d) Post Office Ltd: postage stamps, £13.20 (autocard)*
- e) HP Instant Ink: Printer ink subscription (21st October), £11.99 incl VAT (autocard)*
- f) Staff Salary: Basic (November 2024), £1,094.46*
- g) Unity Trust: Service charge (November 2024), £6.00*
- h) Nest: Staff Pension (November 2024), £77.00*
- i) Biffa Waste: Cemetery Waste Collection (30th November 2024), £59.38 incl VAT (direct debit)
- j) Beebys: Contracted Grounds Maintenance (31st November 2024), £1967.07 incl VAT
- k) HMRC: PAYE (November 2024), ££91.56
- l) Staff Salary: Adjustment (November 2024), £283.07
- m) Staff Salary: Adjustment (October 2024): £3.30