

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 9th April 2025** 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.

- 25.43 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.
- 25.44 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 12th March 2025.
- 25.45 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None at date of publication.
- 25.46 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to one councillor; one application received at date of publication.
- 25.47 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.
- 25.48 GOVERNANCE:
 - 48.1 To note purchases made under delegated powers: None at date of publication.
 - 48.2 To confirm receipt of the Practitioners Guide 2025.
 - 48.3 To note the Internal Audit has been booked for Thursday 1st May 2025.
- 25.49 PLANNING:
 - 49.1 To consider Applications 25/00283/FUL and 25/000284/LBC: Proposed conversion of Dovecote and office to form a 2no. bedroom dwelling, 24A Church Street.
 - 49.2 To note Planning Appeal APP/J0540/X/23/3320806, 63 Lincoln Road has been allowed.
 - 49.3 To consider Application 25/00342/CTR: Sycamore Tree – approx. 2m reduction to previously established height and spread into the visible pruning points from previous reduction, 1 Church Farm Mews.
 - 49.4 To consider Application 25/00262/CTR: Ash Tree – Removal, The Priory, 11 Church Street.
 - 49.5 To consider Application 25/00397/HHFUL: Single-storey front extension to form entrance porch, 14 Church Street.
 - 49.6 To note application and decisions received after the publication of the Agenda.

- 25.50 VILLAGE AMENITIES, MAINTENANCE:

- 50.1 To review outstanding maintenance and Councillors' actions.
 - 50.2 To note the request to PCC to install parking restrictions in Claypole Drive and Castle Drive has been investigated and has progressed to the formal stage however PCC is not able to provide a timescale for the works at this time.
 - 50.3 To note that an electrician inspected the defibrillator cabinet at the Village Hall and found that the heater had been turned off; it has been turned back on, and the condensation has cleared. The electrician will be making changes to the switch to make the heater more difficult to turn off in error; all works are at no cost to NPC.
 - 50.4 To discuss correspondence from PCC confirming that repair, maintenance and insurance of the play equipment are the responsibility of NPC.
- 25.51 BIODIVERSITY, NATURE AND CLIMATE:
- 51.1 To note the new hedgehog signs have been delivered and to receive an update from Cllr Thomas and to agree locations for installation.
 - 51.2 To receive an update on the new wildflower areas on the Playing Field.
- 25.52 PCC LOCAL PLAN:
- 52.1 To note that the Peterborough Local Plan will be out for public consultation from Friday 11th April 2025 to Thursday 29th May 2025 and to discuss NPC's response.
 - 52.2 To consider collaboration with DGPC to inform residents of both parishes about the Local Plan consultation and to gather feedback.
- 25.53 COMMUNITY AND EVENTS:
- 53.1 To discuss content for the May/June Village Tribune article.
 - 53.2 To consider an enquiry from Lois Groves to carry out volunteer work in Northborough Parish over a period of six months as part of her Silver Duke of Edinburgh Award over a period of six months.
 - 53.3 To note the CPR and Defibrillator training event hosted by East Anglian Air Ambulance has been booked for Friday 6th June 2025 at 7.00pm in Northborough Village Hall.
 - 53.4 To receive a report on the PECT Workshop on Net Zero Barriers and Opportunities held on Thursday 25th March 2025 at 5.30pm to 7.30pm in the Cromwell Suite, Northborough Village Hall.
- 25.54 FINANCE:
- 54.1 To approve the attached Schedule of Receipts and Payments.
 - 54.2 To approve the financial reports for year to 31st March 2025.
 - 54.3 To note that that an item of play equipment is in need of repair and to consider the quotation from Aragon Direct Services in the sum of £1024.00.
 - 54.4 To note that the Application for Peterborough Net Zero Villages Grant Funding has been successful, and NPC is awaiting confirmation of the next steps.
 - 54.5 To note the HP Ink subscription is increasing to £13.49 incl VAT per month from 19th April 2025.
 - 54.6 To consider a proposal to purchase two commemorative flower bed plaques for the Churchyard.
 - 54.7 To consider a proposal to purchase a Vehicle Activated Speed Sign from Elan City for installation in Church Street, and to consider a quotation for installation from PCC.
 - 54.8 To approve a proposal to spend up to £100.00 on plants for the Cemetery in additional to the budget agreed at Item 24.139.8 in the sum of £150.00
 - 54.9 To approve purchase of materials for repainting of the Cemetery shed door.
- 25.55 REPORTS FROM COUNCILLORS AND THE CLERK:
- 55.1 To receive reports from Councillors.
 - 55.2 To receive report from Clerk on items not covered elsewhere on the agenda.
 - 55.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association meeting, Wednesday 19th March 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - b) Burials Committee meeting, Monday 31st March 2025 at 6.30pm in Northborough & Deeping Gate Village Hall: this meeting was rearranged after the meeting of Monday 24th February was inquorate.
 - c) Northborough Community Association meeting, Wednesday 16th April 2025 at 7.00pm in The

Cromwell Suite, Northborough Village Hall.

- d) NPC Working Group meeting, to be held on Monday 28th April 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
- e) Parish Liaison Group Meeting, 30th April 2025 at 6.30pm at Sand Martin House, Peterborough and via Teams.
- f) Northborough Annual Parish Meeting, Saturday 10th May 2025 at 10.00am in Northborough Village Hall.

25.56 CORRESPONDANCE RECEIVED: None at date of publication.

25.57 NEXT MEETING: To confirm date of the next Council meeting as Wednesday 14th May 2025.

Abbreviations used in this Agenda:

PCC – Peterborough City Council

NPC – Northborough Parish Council

PECT – Peterborough Environment City Trust

DGPC – Deeping Gate Parish Council

Schedule of Receipts and Payments (25.54.1)

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) Unity Trust Bank: Interest, £289.94
- b) Central England Co-operative: Memorial application, £120.00

Payments:

- c) Unity Trust Bank: Interest adjustment, £0.41*
- d) Lloyds Bank Plc: Monthly debit card fee (March 2025), £3.00 (autocard)*
- e) HP Instant Ink: Ink subscription (21st February 2025), £11.99*
- f) Amazon Market: Cemetery dog sign, £5.59 (Minute 25.25.6)*
- g) GD Services: Gravedigging, £200.00 (Minute 25.39.4)*
- h) Anglian Water Business, Cemetery water supply (8th March 2025), £18.10*
- i) CAPALC: Affiliation including DPO Membership fee 2025/26, £548.90 (Minute 25.39.7)*
- j) JAF Graphics Ltd: Hedgehog signs, £110.00 (Minute 24.137.3)*
- k) Staff Salary: Basic (March 2025), £1344.46*
- l) Unity Trust Bank: Service charge (March 2025), £6.00*
- m) Nest Pensions: March 2025, £77.21 (direct debit)*
- n) Staff salary adjustment: March 2025, £45.36
- o) HMRC: PAYE (February 2025), £92.83
- p) Biffa Waste: Cemetery Waste Collection (31st March 2025), £33.70 incl VAT (direct debit)
- q) Beebys: Contracted Grounds Maintenance (31st March 2025), £1967.07