

Northborough Parish Council

Northborough & Deeping Gate Village Hall
Cromwell Close, Northborough, Peterborough, PE6 9DP
www.northborough-pc.gov.uk
clerk@northborough-pc.gov.uk 07713 194173

To All Members of the Council:

You are hereby summoned to attend the **Annual Meeting of Northborough Parish Council** to be held on **Wednesday 14th May 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

25.58 ELECTIONS AND DECLARATIONS OF OFFICE:

- 58.1 To elect the Chair for the year 2025/26 and for the elected Chair to sign Declarations of Acceptance of Office.
- 58.2 To elect the Vice- Chair for the year 2025/26 and for the elected Vice-Chair to sign Declaration of Acceptance of Office.

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

25.60 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.

25.61 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.

25.62 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 9th April 2025.

25.63 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None at date of publication.

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

25.65 COUNCILLOR RESPONSIBILITIES: To confirm portfolio of responsibilities for the year 2025/26.

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

- 66.1 Burial Grounds Committee.
- 66.2 Working Parties:
 - a) General
 - b) Finance and Governance

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

- 67.1 Northborough Community Association.
- 67.2 Parish Council Liaison Group.

25.68 REGULATORY DOCUMENTS: To adopt or re-adopt:

- 68.1 Standing Orders
- 68.2 Financial Regulations
- 68.3 Code of Conduct

25.69 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 69.1 To review current Asset Register for insurance purposes.

25.70 GOVERNANCE:

- 70.1 To note purchases made under delegated powers: None at date of publication.

25.71 PLANNING:

- 72.1 To note Application 25/00277/CTR: T.1 Lawson Cypress (dying) – Fell, 1 Church Street has been permitted.
- 72.2 To note Application 25/00262/CTR: T.1 Ash (dead) – Remove – confirmed dead, exempt – FDN at The Priory, 11 Church Street has been withdrawn by the applicant.
- 72.3 To consider re-consultations Application 25/00283/FUL and 25/00284/LBC: Proposed conversion of Dovecote and offices to for a 2no. bedroom dwelling, 24A Church Street.
- 72.4 To note Application 24/00342/CTR : T.1 Sycamore – Reduce by approx. 2m to previously established height and spread, to the visible pruning points from previous reduction, 1 Church Farm Mews.
- 72.5 To note application and decisions received after the publication of the Agenda.

25.73 VILLAGE AMENITIES, MAINTENANCE:

- 73.1 To review outstanding maintenance and Councillors' actions:
 - a) Large pothole on Church Street at the junction with Peakirk Road: as resident reported this to Clerk who reported it on Fix My Street and PCC have deemed it not to be unsafe at present.
- 73.2 To note that the Environment Agency is carrying out maintenance in the Parish over the spring months.
- 73.3 To consider an issue reported by a resident concerning loose dogs on the Playing Field.
- 73.4 To note the Environment Agency is carrying out grass cutting maintenance in the Parish.

25.74 BIODIVERSITY, NATURE AND CLIMATE:

- 74.1 To receive an update on the new wildflower areas on the Playing Field.

25.75 PCC LOCAL PLAN:

- 75.1 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.
- 75.2 To consider feedback from the 10th May 2025 Public Meeting held in collaboration with DGPC and to consider Parish Council consultation responses and further initiatives to encourage residents to make direct representations on the Draft Local Plan by 29th May 2025.

25.76 COMMUNITY AND EVENTS:

- 76.1 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.

25.77 FINANCE:

- 77.1 To approve the attached Schedule of Receipts and Payments.
- 77.2 To approve the financial reports for 1 month to 30th April 2025.
- 77.3 To approve earmarked reserves for year 2025/26.
- 77.4 To approve Chair's Allowance for year 2025/26.
- 77.5 To approve payment of invoice from Brunel Engraving Company for two commemorative flower bed plaques for the Martha Clare roses to be planted in the Churchyard in the sum £170.14.
- 77.6 To note a VAT refund claim has been submitted for year 2024/25 in the sum of £6,836.69
- 77.7 To approve payment to CAPALC for Councillor training for Cllr Sloan in the sum of £75.00.
- 77.8 To agree the budget for the planting of the Village planters for summer 2025.
- 77.9 To consider the Zurich Insurance renewal quotation for annual Council insurance in the sum of £962.05.
- 77.10 To approve payment of invoice dated 23rd April 2025 from Graytones Printers for Local Plan meeting

and Annual Parish Meeting flyers in the sum of £50.00.

25.78 REPORTS FROM COUNCILLORS AND THE CLERK:

- 78.1 To receive reports from Councillors.
- 78.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 78.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association meeting, Wednesday 16th April 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - b) Parish Liaison Group Meeting, 30th April 2025 at 6.30pm at Sand Martin House, Peterborough and via Teams.
 - c) Northborough Community Association meeting, Wednesday 21st May 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - d) Northborough Annual Parish Meeting, Saturday 10th May 2025 at 10.00am in Northborough Village Hall.
 - e) NPC Working Group meeting, to be held on Monday 26th May 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.

25.79 CORRESPONDANCE RECEIVED:

- 79.1 To Discuss correspondence from a resident regarding the path between Church View and Clare Road.
- 79.2 To discuss correspondence from The Deepings Practice PPG regarding a potential Urgent Treatment Centre.

25.80 NEXT MEETING: To confirm date of the next Council meeting as Wednesday 11th June 2025.

Abbreviations used in this Agenda:

PCC – Peterborough City Council

NPC – Northborough Parish Council

DGPC – Deeping Gate Parish Council

PPG – Patient Participation Group

Schedule of Receipts and Payments (25.77.1)

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) PCC: First Instalment of Parish Precept, £13,402.86
- b) PCC: First Instalment of Recreation Grounds Grant, £8,138.52
- c) PCC: First Instalment of Burial Grounds Grant, £3,833.57

Payments:

- d) Barnsdale Gardens: 'Martha' Clare Roses, £198.00 incl VAT*
- e) Lloyds Bank Plc: Monthly debit card fee (April 2025), £3.00 (autocard)*
- f) HP Instant Ink: Ink subscription (21st March 2025), £11.99 incl VAT*
- g) Good Neighbours – Rural Peterborough: Membership 2025-26 (14th April 2025), £360.84 (Minute 25.39.3)*
- h) Staff Salary: Basic (April 2025), £1357.16*
- i) Unity Trust Bank: Service charge (April 2025), £6.00*
- j) Nest Pensions: April 2025, £83.91 (direct debit)*
- k) Staff salary adjustment: March 2025, £94.13
- l) HMRC: PAYE (February 2025), £226.88
- m) Beebys: Contracted Grounds Maintenance (31st April 2025), £1967.07 incl VAT

- n) Biffa Waste: Cemetery Waste Collection (30th April 2025), £67.39 incl VAT
- o) Cloud Next: Annual website hosting fee (18th June 2025), £119.98 incl VAT
- p) CAPALC: Affiliation Fee 2025-26, £548.90