

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 8th October 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.

- 25.122 APOLOGIES FOR ABSENCE: To receive and approve apologies for absence.
- 25.123 TO APPROVE THE MINUTES OF THE MEETING, HELD ON 10th September 2025.
- 25.124 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None at date of publication.
- 25.125 COUNCILLOR VACANCIES: To consider any applications received for co-option of up to one councillor.
- 25.126 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.
- 25.127 GOVERNANCE:
 - 127.1 To note purchases made under delegated powers:
 - a) Signomatic: Memorial plaque, £23.77 incl VAT.
 - 127.2 To note the AGAR 2024/25 External Auditors Certificate and Report and to note that it has been published together with the Notice of Conclusion of Audit.
- 25.128 PLANNING:
 - 128.1 To note Application 25/1034/CTR: Sycamore – Remove, causing light problems and has low amenity value, 44 Church Street has been permitted.
 - 128.2 To consider Application 25/01129/HHFUL: Proposed rear extension, 31 Granville Avenue.
 - 128.3 To note applications and decisions received after the publication of the Agenda.
 - 128.4 To discuss the Peterborough Local Plan Key Issues Report and SHELAA report published September 2025.
- 25.129 VILLAGE AMENITIES, MAINTENANCE:
 - 129.1 To review outstanding maintenance and Councillors' actions.
 - 129.2 To note Cllr Parker-Brown met with Aragon Services (PCC) to agree the location of the Church Street VAS and it was confirmed that a new column is required; the is due for delivery by 17th October 2025 and the installation date is to be confirmed by PCC.

- 129.3 To note that Northborough Primary School have confirmed that they have successfully applied for ten domestic tree saplings from a carbon off-set organisation for re-planting on NPC land at the rear of the school.

25.130 BIODIVERSITY, NATURE AND CLIMATE: None at date of publication.

25.131 COMMUNITY AND EVENTS:

- 131.1 To receive an update on the Anglian Water works in Church Street.
- 131.2 To receive a report on plans for the Christmas Light Switch On 2025 including any update on the application for the temporary road closure of East Road and arrangements for transportation and installation of the tree.
- 131.3 To consider additional items news for inclusion in the November/December 2025 edition of the Village Tribune.
- 131.4 To note that a group of travellers has set up on a site in Glinton Parish and PCC have been informed.

25.132 FINANCE:

- 132.1 To approve the attached Schedule of Receipts and Payments.
- 132.2 To approve the financial reports for three months to 30th September 2025.
- 132.3 To approve reimbursement to Cllr Fowkes for purchase of materials for bench refurbishment from Branch Bros and Harrison & Dunn in the sum of £29.24.
- 132.4 To note PCC have acknowledged receipt of the signed Peterborough Net Zero agreement.
- 132.5 To approve payment of invoice dated 17th September 2025 from G D Services – Thorney for grave digging in the sum of £160.00.
- 132.6 To consider a proposal to replace the birch tree (Item 25.118.3) with a fruit tree up to a purchase price of £75.00 ex VAT, and to note that the type, size and location of the fruit tree would need to be agreed with PCC Trees Officer prior to planting.
- 132.7 To consider the 2026/27 draft budget and to agree amendment amendments.
- 132.8 To review the 5-year capital plan and to agree any amendments.
- 132.9 To consider a quotation for the refurbishment and repairs as necessary of the children's play are fencing.
- 132.10 To consider a quotation for maintenance to the bushes on the green area on East Road.
- 132.11 To consider a proposal including quotations to repair the overflow car park.
- 132.12 To consider quotations to replace the 'mushrooms' play equipment in the children's play area.
- 132.13 To consider a proposal to purchase an additional bench for installation on the playing field to be used for the display of memorial plaques.

25.133 REPORTS FROM COUNCILLORS AND THE CLERK:

- 133.1 To receive reports from Councillors.
- 133.2 To receive report from Clerk on items not covered elsewhere on the agenda.
- 133.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association meeting, held on Thursday 11th September 2025 (date change) at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - b) Peterborough Parish Liaison meeting, 23rd September 2025 at 7.00pm in the Conference Room at Sand Martin House.
 - c) Northborough Community Association meeting, to be held on Wednesday 15th October 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - d) NPC Working Group meeting, to be held on Monday 27th October 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - e) Burials Committee meeting, to be held on Monday 27th October 2025 at 6.15pm in The Cromwell Suite, Northborough Village Hall.

25.134 CORRESPONDANCE RECEIVED:

- 134.4 To note that a second resident has offered to donate a Christmas Tree for Christmas 2025.

25.135 NEXT MEETING: To confirm date of the next Council meeting as Wednesday 12th November 2025.

Abbreviations used in this Agenda:
SHELLA – Strategic Housing and Economic Land Availability Assessment
PCC – Peterborough City Council
NPC – Northborough Parish Council
NCA – Northborough Community Association

Schedule of Receipts and Payments (25.132.1)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 25.15.1), as a statutory obligation⁵, 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 (interment and associated fees), £560.00
- b) Unity Trust Bank: Interest, £230.12

Payments:

- c) Nest: Staff pension, £90.35 (direct debit), £90.35*
- d) Eyelid Productions: Annual website support (28th August 2025), £100.11 (Minute 25.118.12)*
- e) Lloyds Bank Plc: Monthly debit card fee (August 2025), £3.00 (autocard)*
- f) HP Instant Ink UK: Ink subscription (20th August 2025), £13.49 incl VAT (autocard)*
- g) G D Services Thorney: Grave digging services (29th August 2025), £245.00*
- h) Beebys: Contracted Grounds Maintenance (August 2025), £2085.09 incl VAT*
- i) PKF Littlejohn: External Audit, £378.00 incl VAT*
- j) G D Services Thorney: Grave digging services (29th August 2025), 245.00*
- k) Beebys: Contracted Grounds Maintenance (July 2025), £2085.09 incl VAT*
- l) Defib Store: Replacement defibrillator pads (15th September 2025). £458.40 incl VAT (Minute 25.118.9)*
- m) Anglian Water Business t/a Wave: Cemetery Water supply (8th September 2025), £27.00 incl VAT (direct debit)*
- n) Staff Salary: Basic (September 2025), £1356.96*
- o) Unity Trust: Service charge (September 2025), £6.00*
- p) Elan City: Vehicle Activated Speed sign (30th September 2025)), £3107.99 incl VAT (Minute 25.54.7)*
- q) Staff salary adjustment: September 2025, £78.48
- r) HMRC: PAYE (September 2025), £175.30
- s) Nest Pensions: September 2025, £80.31 (direct debit)
- t) Beebys: Contracted Grounds Maintenance (September 2025), £2085.09 incl VAT
- u) SLCC: Annual Membership: £TBC [E Beesley: Reimbursement \(stationery\)](#), £3.00 incl VAT
- v) [HMRC adj: £160...](#)
- w) [HMRC July 164.05](#)