

Northborough Parish Council

Northborough & Deeping Gate Village Hall
Cromwell Close, Northborough, Peterborough, PE6 9DP
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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 13th May 2026** immediately following the Annual Parish Meeting which commences 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

ATTENDANCE

AGENDA

26.57 ELECTIONS AND DECLARATIONS OF OFFICE:

- 57.1 To elect the Chair for the year 2026/27; the elected Chair to sign the Declaration of Acceptance of Office.
- 57.2 To elect the Vice-Chair for the year 2026/27; the elected Vice-Chair to sign Declaration of Acceptance of Office.

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

26.59 DECLARATIONS OF INTEREST: To receive declarations of interest in items and to consider any written requests for dispensations for disclosable pecuniary interests.

26.60 PUBLIC FORUM: To resolve to suspend Standing Orders for the duration of the Public Forum. Members of the public may comment on any item of business on the agenda; Standing Orders permit 15 minutes to be allotted for this item, with a maximum of 5 minutes per person. To resolve to reinstate the Standing orders.

26.61 TO APPROVE THE MINUTES OF THE PREVIOUS MEETING, HELD ON 8th April 2026.

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

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

26.64 COUNCILLOR RESPONSIBILITIES:

- 64.1 To confirm portfolio of responsibilities for the year 2026/27.
- 64.2 To agree the asset inspection schedule and responsible Councillors.

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

- 65.1 Burial Grounds Committee.
- 65.2 Working Parties:
 - a) General
 - b) Finance and Governance

26.66 REPRESENTATION OF EXTERNAL BODIES: To agree parish council representation on:

- 66.1 Northborough Community Association.
- 66.2 Parish Council Liaison Group.

26.67 REGULATORY DOCUMENTS: To adopt or re-adopt:

- 67.1 Standing Orders
- 67.2 Code of Conduct
- 67.3 Risk Management Policy

26.68 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 68.1 To review the current Asset Register for insurance purposes.

26.69 ANNUAL GOVERNANCE:

- 69.1 To note the Annual Internal Audit Report 2025/26.
- 69.2 To approve the Annual Governance Statement 2025/26.
- 69.3 To approve the Accounting Statements 2025/26.
- 69.4 To note the Bank Reconciliation to accompany AGAR 2025/26.
- 69.5 To note the Explanation of Variances to Accompany AGAR 2025/26.
- 69.6 To note the dates of the Period for the Exercise of Public Rights for year 2025/26.

26.70 GOVERNANCE:

- 70.1 To note purchases made under delegated powers:
 - a) Amazon: noticeboard magnets, £6.99

26.71 PLANNING:

- 71.1 To note Application 26/00046/FUL: Erection of a new 3no. bedroom dwelling in the front garden of the existing Grade II listed building at 27 Church Street has been withdrawn by applicant.
- 71.2 To note Application 26/002022/CTR: T1) Willow (red) - Repollard back to previous points at 52 Church Street has been permitted.
- 71.3 To note Application 26/00216/DISCHG: Part discharge of conditions C9(a) (written scheme of Investigation) and C11 (Schedule of Internal works) to listed building consent 24/01307/LBC at Northborough Manor has been determined.
- 71.4 To note applications and decisions received after the publication of the agenda.

26.72 VILLAGE AMENITIES, MAINTENANCE:

- 72.1 To review outstanding maintenance and Councillors' actions where not covered elsewhere on the agenda, and to note completed maintenance works:
 - a) The faded duck prints on the school footpath have been reported to PCC via Fix My Street
 - b) The missing dog waste bin on East Road has not been replaced by PCC and has been reported again via Fix My Street.
- 72.2 To note that PCC has confirmed that the village planter on Deeping St James Road will be temporarily moved during repairs to the footpath.

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

26.74 COMMUNITY AND EVENTS:

- 74.1 To discuss and agree plans for the Annual Residents' Meeting.
- 74.2 To discuss and confirm plans for upcoming Community Speedwatch events.

26.75 FINANCE:

- 75.1 To approve the Schedule of Regular Payments for year 2026/27.
- 75.2 To review regular direct debits and Standing Orders.
- 75.3 To review the bank mandate and approve changes.
- 75.4 To approve the attached Schedule of Receipts and Payments.
- 75.5 To approve the financial reports for 1 month to 30th April 2026.
- 75.6 To receive reports on the status of quotations for repairs, installation and replacement of play equipment.
- 75.7 To consider the quotations to replace the two Playing Field use signs.

- 75.8 To note Biffa Waste Services Limited has introduced a temporary per bin surcharge on waste collections due to the current increase in fuel prices.
 - 75.9 To consider a quotation to repair the overflow car park fence.
 - 75.10 To agree the budget for spring and summer planting of the village planters.
 - 75.11 To consider a proposal to replace the rose bush planted in the Cemetery, which was damaged by strimming, at a cost of £19.99 incl. VAT.
 - 75.12 To approve the renewal of the annual parish council insurance policy with Zurich Municipal in the sum of £962.05.
 - 75.13 To consider a proposal, contingent on the necessary assurance on public liability, to investigate sources of funding and, in conjunction with local stakeholders, apply for grant aid for junior cycle ramps up to the value of £3,000.00, to be installed on the Village Playing Field.
 - 75.14 To consider a proposal to hire a portable jet washer to clean play equipment on the Playing Field at a Working Party to be held on Sunday 7th June 2026 up to the sum of £250.00 including hire and fuel.
 - 75.15 To resolve to suspend Financial Regulation 5.8 regarding quotations for reasons of aesthetic consistency. To consider a proposal to purchase a second noticeboard from Green Barnes Ltd in the sum of £1,293.08 excl. VAT and to allow £300.00 for installation, to replace the existing noticeboard on East Road.
 - 75.16 To consider whether a third noticeboard of the same specification should also be purchased with an additional allowance of £300.00 for installation, to replace the existing one on the corner of Claypole Drive and Clare Road, taking into account the reduced cost per noticeboard where more than one is purchased, and the Council's budget. To resolve to reinstate Financial Regulation 5.8.
 - 75.17 To consider a proposal to purchase twelve new Neighbourhood Watch signs for installation at various locations within Northborough in the sum of £36.81 incl. VAT at the time of publication.
 - 75.18 To consider a proposal to purchase a bench with a memorial plaque from Glasdon UK Ltd in the sum of £762.50 excl. VAT, to replace the bench on East Road, and to resolve to suspend Financial Regulation 5.8 regarding quotations for reasons of aesthetic and quality consistency.
 - 75.19 To consider a proposal to repair or replace the overflow car park fencing.
 - 75.20 To approve payment of invoice dated 28th April 2026 to J Stephens for the internal audit 2025/26.
 - 26.76 REPORTS FROM COUNCILLORS AND THE CLERK:
 - 76.1 To receive reports from Councillors.
 - 76.2 To receive a report from the Clerk on items not covered elsewhere on the agenda.
 - 76.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association meeting, held on Wednesday 15th April 2026 at 7.00pm in The Cromwell Suite, Northborough & Deeping Gate Village Hall.
 - b) Northborough Community Association meeting, to be held on Wednesday 20th May 2026 at 7.00pm in The Cromwell Suite, Northborough & Deeping Gate Village Hall.
 - c) NPC Working Group meeting, to be held on Monday 25th May 2026 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - 26.77 CORRESPONDENCE RECEIVED:
 - 77.1 To note correspondence regarding the FutureNow Project run by PECT.
 - 77.2 To note an invitation from Good Neighbours – Rural Peterborough to their Annual General Meeting and Volunteer Collaboration on 3rd June 2026 at 6.30pm to 8.30pm at The Fleet, Peterborough.
 - 77.3 To consider an invitation from Peakirk Parish Council to join with local parish councils in a combined event for the public regarding the Peoples' Emergency Briefing.
 - 26.78 NEXT MEETING: To confirm the date of the next Council Meeting as Wednesday 17th June 2026.
- Abbreviations used in this Agenda:
PCC – Peterborough City Council
NPC – Northborough Parish Council
PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (26.75.4)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 25.15.1), 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) HMRC: VAT refund, £10,092.51
- b) Burial fees: Exclusive Rights of Burial, interment & transfer (Inv 26/04-01), £570.00
- c) PCC: First instalment of parish precept, £26,065.00

Payments:

- d) Greenbarnes Ltd: Noticeboard, £1,551.70 incl. VAT (Minute 25.160.6 & 26.39.3)*
- e) Mark Pinfold: Noticeboard installation, £280.00 (Minute 26.11.4)*
- f) G D Services: Grave digging fee (16th March 2026) (Minute 26.53.8), £160.00
- g) Lloyds Bank Plc: Monthly debit card fee (2nd April 2026), £3.00 (corporate card)*
- h) Branch Bros Limited: Paving slabs, £77.22 incl. VAT (corporate card) (Minute 26.48.1)*
- i) Defib Store Ltd: First aid kits for defibrillator cabinets, £83.96 incl. VAT (corporate card) (Minute 26.48.1)*
- j) Amazon: CCTV sign, £4.49 (corporate card) (Minute 26.48.1)*
- k) Branch Bros Limited: Paving slabs, £36.50 incl. VAT (corporate card) (Minute 26.48.1)*
- l) HP Instant Ink UK: Ink subscription (20th March 2026), £13.49 incl. VAT (autocard)*
- m) Sainsburys Supermarkets Ltd: Stamps, £13.60 (corporate card) (Minute 26.48.1)*
- n) Staff Salary: Basic (April 2026), £1,410.04*
- o) Unity Trust Bank: Service charge (31st March 2026), £7.00*
- p) Nest Pensions: April 2026, £81.39 (direct debit)*
- q) Biffa Waste Services Limited: Cemetery waste management (30th April 2026), £71.59 incl. VAT (direct debit)
- r) Staff Salary Adjustment: March 2026, £85.97
- s) HMRC: PAYE (March 2026), £221.45
- t) Beebys: Contracted Grounds Maintenance (22nd April 2026), £2,085.09 incl. VAT