



NORTHBOROUGH PARISH COUNCIL



MINUTES OF MEETING OF NORTHBOROUGH PARISH COUNCIL ON WEDNESDAY 13 May 2015 AT 7.00 pm IN THE VILLAGE HALL

Present: Cllr C Cavanagh
Cllr R Chiva (Chairman)
Cllr R Lord
Cllr M Sleet
Cllr M Spinks
Cllr B Spriggs
Cllr L Steen

In attendance: One member of the public

1835/15 **Apologies for Absence**

None

1836/15 **Declaration of Interest**

None

1837/15 **Minutes of Meeting of the 8 April 2015**

1817/15 ~ delete para 3 and insert

It was agreed that Parish Councillors can formally ask for an item to be included in an Agenda and will submit the request and any supporting paperwork ten days prior to the date of a meeting.

The Minutes were agreed and signed with this amendment.

1838/15 **Matters Arising [for information]**

1817/15 Matters Arising

Para 3 should state that it is a requirement of legislation that two Parish Councillors have to request an item to be included in an Agenda.

Cllr Steen has been sent the names of two Companies who supply village signs.

Cllr Steen

1823/15 Correspondence

The Clerk confirmed the email received from Peterborough City Council and forwarded to Parish Councillors states that only double yellow lines will be marked at the location shown on the drawing.

1839/15 Minutes of Meeting of the 20 April 2015

The Minutes were agreed and signed.

1840/15 Matters Arising [for information]

1828/15 Drainage to Village Hall ~ the replacement of the two lengths of drain has been completed.

1829/15 Burial Ground ~ the two new trees have been planted.

1830/15 Playing Field ~
1831/15 Playing Field Car Park ~

The Clerk will place the official order for the work in respect of these two items. Clerk

It was agreed that irrespective of the method used previously of Parish Councillors instructing/purchasing work and goods that in future all orders are to be placed by the Clerk. Where Parish Councillors have obtained details of the approved quotation the papers will be passed to the Clerk.

1841/15 Accounts 2014 – 2015

The various items in the accounts for the year-end 31 March 2015 were discussed and further information was provided by the Clerk.

The Clerk explained that Section 137 enables Parish and local councils to spend a limited amount of money for purposes for which they have no other specific statutory power. The amount is limited to a specific amount per elector which may change annually and is currently £7.20 and £7.36 from September 2015 for each elector in the Village.

However, where there is a statutory prohibition on a council carrying out a particular function, section 137 cannot be used to avoid the prohibition.

The accounts were approved as presented.

1842/15 Annual Return

Parish Councillors reviewed the amounts in each box in section 1 and **approved** the breakdown of the accounts. Each item in Section 2 was reviewed and **it was agreed that** all boxes, except No. 5, could be marked as 'Yes'.

However, for box 5, the Risk Management policy is currently in the process of being updated and the current Risk Management document was not applicable at the present time.

It was agreed that this box should be marked 'No' until the new Risk Management document is approved. Parish Councillors objective is to review and present an updated new Risk Management policy and Register for approval at the meeting on the 8 July 2015.

The Clerk, when submitting the document to the External Auditor should give this as the reason for marking the box 'No' and state that the target date for agreeing the new document is the end July 2015.

Clerk

1843/15 Planning

No applications have been received.

1844/15 Neighbourhood Planning

The meeting was closed to allow a discussion to take place with Mr J Dadge, who has been handling the process.

Mr Dadge said that a meeting is to be held with Glington Parish Council to agree joint policies on account of the overlap between the two Parishes.

He said that the policies have been drafted and that he understands they will be considered at the next Working Group meeting of the Parish Council.

Working
Group

The meeting re-opened.

1845/15 Finance

1845/15.01 Payments

The following payments were approved:

Mrs Baxter	Wages [April]	£	256.67
Mr Bloodworth	Wages [April]	£	80.00
HMRC	PAYE	£	105.40
Clerk	Salary and expenses	£	1,200.92
J Dadge	N'hood planning	£	63.20

1845/15.02 Receipts

The following receipts were noted:

Village Hall	Wages	£	200.00
Scholes	Funeral and plot reservation	£	650.00

1846/15 Parish Council Vacancies

The recent elections has left two vacancies for Parish Councillors.

It was agreed to advertise that the Parish Council was willing to receive applications for co-option to fill the vacancies.

The notice will be placed on the notice boards with a closing date of Friday 5 June 2015.

Details of applications will be considered at the next Parish Council meeting.

1847/15 Street Sign

The Clerk informed the meeting that Peterborough City Council has the missing sign in its database.

They have stated that having now received details of some other missing signs in the city that they have now been able to place an order for the signs.

It is anticipated they will be delivered and fixed in July 2015.

1848/15 Capital Projects

An initial list was approved at the Parish Council meeting on the 9 July 2014.

The Working Group will be reviewing the items and updating the report at its next meeting for presentation to the Parish Council.

Working Group

1849/15 Website

Parish Councillors considered that the current website needed to be re-designed.

The Clerk was asked to approach 23ccc to start discussions on possible changes and to obtain an indication of cost. Clerk

1850/15 Policies

The Working Group has drafted a new Purchasing and Complaints policies and updated the Risk Management policy.

The Clerk was asked to review the document to ensure they were compatible with other Parish Council documents and any legislation. He was asked to submit his comments and to place an item on the Agenda for the next meeting for their approval. Clerk

1851/15 Parish Assistant

The Clerk informed Parish Councillors that to use the grant it is necessary to identify work that would cover a period of thirty hours a week for twenty-six weeks. A list of possible work items split between manual and clerical work has been considered by Parish Councillors.

Parish Councillors would like to use the service with a mixture of manual and clerical work.

The Clerk was asked to enquire if it was possible to split the role between these two types of people. Clerk

852/15 Training

Cllr Lord said that he has distributed the new training programme from CPALC.

It was agreed that Parish Councillors would ask the Clerk to book them onto any particular course. Clerk

1853/15 Correspondence

1853/15.01 Rural Vision and Parish Charter

Peterborough City Council has agreed in principle to the Charter subject to a wider consultation.

Parish Councillors said that they have received a copy of the document and would submit their comments directly to Peterborough City Council. Parish Councillors

1853/15.02 Northborough Post Office

The Post Office has stated that they have finalised their plans and the new look Post Office is scheduled to open on Friday 15 May 2015 at 1.00 pm.

When the new branch opens customers will benefit from longer opening hours of 8.00 am to 8.00 pm every day of the week.

1853/15.03 Football Club

The Glinton and Northborough football club has stated that it is seeking to purchase some land to establish a permanent venue.

This would avoid them having to find different venues for their meetings and would enable them to continue to grow the number of different teams they have now.

Parish Councillors agreed to make them aware of any land, which becomes available and could possibly suitable for their planned growth.

Parish
Councillors

1853/15.04 Chernobyl

Cllr Sleet said that a group of children are staying with five families in the Village in July 2015.

They have stated that they are struggling with transport and are considering the hire of a minibus for the duration of their stay. The group need £250 per week for a four week period for the hire of a minibus.

They are approaching Parish Councils in the area asking for assistance towards the cost.

Clerk

It was agreed to consider the request at the next Parish Council meeting.

1854/15 Date of Next Meeting

Wednesday 10 June 2015 in Northborough School at 7.00 pm.

Signed..... Date.....