

**Minutes of the Meeting of Northborough Parish Council
held on Wednesday 10 May 2017 at 7.00pm in Northborough Primary School**

Present:

Councillors: C Cavanagh, R Chiva (Chairman), J Dadge, A Pickering, M Sleet, M Spinks, B Spriggs & L Steen

Clerk: A Benfield (Acting Clerk)

Others:**Absent:****01/17 ELECTION OF CHAIRMAN**

It was proposed and seconded that Cllr Lyn Steen be nominated as Chairman for the forthcoming year. There being no further nominations Cllr Steen was duly elected unanimously.

resolved That Cllr Lyn Steen be elected as Chairman of Northborough Parish Council until May 2018

02/17 DECLARATION OF OFFICE

resolved That Cllr Lyn Steen sign her Declaration of Office at the next meeting

03/17 DECLARATIONS OF INTEREST

No declaration of interest were made on any items on the agenda

04/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Robertson (business)

05/17 ELECTION OF VICE CHAIRMAN

It was proposed and seconded that Cllr John Dadge be nominated as Vice Chairman for the forthcoming year. There being no further nominations Cllr Dadge was duly elected unanimously.

resolved That Cllr John Dadge be elected as Vice Chairman of Northborough Parish Council until May 2018

06/17 PUBLIC PARTICIPATION

The Chairman welcomed the new vicar of Northborough to the meeting and a short introduction was provided. Rev Mark-Arron Tisdale provided those present with a brief resume of his background and where else in the country he had served. He indicated that he was not just a priest but a 'listening ear' to anyone who required it – irrespective of their religion and looked forward to getting involved in village life, along with his family.

7/17 MINUTES

The minutes of the meeting held on 12 April 2017 were confirmed as a correct record and signed by the Chairman

8/17 COMMITTEES AND WORKING PARTIES

- Resolved**
- (i) That all Member of the Parish Council are also Members of the Parish Council Working Party
 - (ii) That Cllrs Chiva, Dadge and Pickering are the 3-core members of the Neighbourhood Plan Working Party but that all meetings were open to any other Cllrs who wished to attend and participate.
 - (iii) That there is no requirement to form Committees as the current time but that this will be reviewed to take into account the business of the Parish Council over the coming year and devolution of services that may occur as a result of the formation of the Cambridgeshire and Peterborough Combined Authority. The formation of any future Committees would be considered by the Parish Council Working Party in the first instance.
 - (iv) That Cllrs Cavanagh, Pickering and Spinks be appointed as the Internal Audit Working Party
 - (v) That the membership and format of a Policy and Procedure Working Party is considered at the next Parish Council WP meeting for confirmation at the next Council meeting in June.

Chairman's
Initials

9/17 APPOINTMENT TO OUTSIDE BODIES

- Resolved**
- (i) That Cllrs Steen and Chivas (deputy) be appointed as Parish Council representatives on the Village Hall Management Committee
 - (ii) That Cllrs Pickering and Spinks (deputy) be appointed as Parish Council representatives for Police Liaison
 - (iii) That the Parish WP consider the appointment of a Neighbourhood Watch representative in more detail prior to an appointment being agreed
 - (iv) That Mr McKie be approached to continue and the Parish Councils Northern Footpath Forum representative
 - (v) That Cllr Dadge and the Clerk be appointed to be the Peterborough City Council Liaison Group representatives.
 - (vi) That no representative be appointed to CAPALC at the present time
 - (vii) That as a Community Governor of Northborough Primary School Cllr Cavanagh acts as the main point of contact between the two organisations.
 - (viii) That Cllr Sleet acts as the main point of contact between the Church and the Parish Council.

10/17 SHEDULE OF MEETINGS

- Resolved** That the dates of the meetings as listed be accepted but that the meeting scheduled for 14 February 2018 be moved to 21 February 2018

11/17 ANNUAL REVIEW OF POLICIES AND PROCEDURES

- Resolved**
- (i) Delegation arrangements to committees, sub-committees, staff and other local authorities are as follows –
 - No delegation to Committees or Sub-Committees at the current time as there are none in operation. Should any be appointed delegation arrangements will be agreed at the same time within the Terms of Reference adopted
 - The Clerk is delegated to act in emergency in conjunction with the Chairman and Vice Chairman
 - Peterborough City Council continue to be delegated to undertake playground equipment safety inspections and playing field maintenance on behalf of the Parish Council
 - (ii) That Standing Orders and Financial regulations as circulated be adopted forthwith.
 - (iii) That no amendments are required at the current time to the Councils Complaints Procedure
 - (iv) That Cllr Pickering review with the Acting Clerk the Councils current procedure of handling requests made under the FOI 2000 with a view to submitting any amendments for consideration to the July Council meeting.
 - (v) That no amendments are required at the current time to the Councils Press and Media Policy
 - (vi) That the Staff Handbook will be reviewed and submitted for consideration by no later than July 2017
 - (vii) that a full review of all other policies and procedures currently in place will be undertaken by the Parish Council WP with a view to being presented for adoption by July 2017
 - (viii) that a full review of all other policies and procedures that the Council should consider adopting will be undertaken by the Parish Council WP with a view to being presented for adoption by July 2017

12/17 INSURANCE COVER

- Resolved**
- (i) That Zurich Municipal be appointed as the Council Insurers for this financial year
 - (ii) That competitive quotes are sought in March and April 2018 for insurance cover for the next financial year with consideration being giving to entering a 3 or 5 year fixed term deal.

13/17 REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Following discussion, it was agreed that Cllrs Sleet and Spriggs would check the asset register that was currently in place to ensure that all the assets owned by the Council and held in the village are listed.

- Resolved** that this review will take place at the June meeting to coincide with the consideration of the annual accounts

14/17 REVIEW OF THE COUNCIL'S AND/OR STAFF SUBSCRIPTIONS TO OTHER BODIES

- Resolved** (i) That the Councils membership of Cambridgeshire and Peterborough Association of Local Councils is renewed until May 2018
- (ii) That the Council will support the new Clerk's membership of the Society of Local Council Clerks from appointment.

15/17 FOOTPATH FORUM

No update was provided

16/17 POLICE REPORT

Resolved that the crime report circulated was received and noted

17/17 PLANNING

No applications were considered.

18/17 Neighbourhood Plan

Cllr Pickering provided the meeting with a verbal summary of some of the comments received from the survey that had now been analysed. It was agreed that those who had provide contact details would be contacted to confirm that their comments were being actioned. It was also agreed that an update should be circulated via the website, Village Tribune and in the noticeboards providing a summary of the results at the current time.

- Resolved** (i) That the verbal report is received and noted
- (ii) That a press release is compiled for distribution within the village to provide the community with a summary of the results so far.

19/17 PLAY AREA

Cllrs Spinks and Steen provided a verbal update on the current state of the play area and indicated that everything is currently in order with nothing to report

The Clerk confirmed that she has now received the inspection information from Amey and it was available to view on request.

Resolved That the verbal reports are noted

20/17 VILLAGE HALL

Cllr Steen commented that the extension is going according to plan and that the Village Hall Committee have secured additional grants for the kitting out of the two new rooms. The naming of these rooms will be done by nominations from the village and Northborough Primary School children. No date has yet been set for the official opening.

Cllr Chivas is to review the lease agreement with Village Hall Committee and will report back to the Council the result of these negotiations at the June meeting.

Resolved That the verbal report is received and noted

21/17 TREE SURVEY

Cllr Chivas undertook to review the report and feedback at the next meeting on what actions and when the Council needed to take. It was noted that none of the recommendations within the report were urgent.

Resolved That Cllr Chivas review the report and feedback a plan of action at the next meeting.

22/17 BANK RECONCILIATION

No bank reconciliation was presented as the year end accounts have not yet been completed.

23/17 BUDGET REPORT

No budget report was presented as the year end accounts have not yet been completed

24/17 ORDERS FOR PAYMENT

Resolved That the Orders for Payment as presented are approved

25/17 MATTERS FOR INFORMATION –

- i To note action undertaken by the Clerk between meetings –
- Email received via the website concerning the traveller site at Nine Bridges had been passed to PCC Cllrs Hiller and Holdich for further action.

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- Email received via the website regarding the incorrect information that had been printed in the Tribune regarding some of the survey results. A clarification had been send to the respondent and the draft minutes corrected prior to submission to council.
- Cllr Cavanagh reported on a meeting she had with the School headmaster regarding the location of the defibrillators. He had requested that the Council cover both the annual electric costs and the cost of any additional insurance premium that may result. He also requested that all members of staff within the school were shown how to operate it once it is installed.

Resolved

- (i) That the actions taken by the Clerk since the last meeting are received, noted and supported
- (ii) That the comments made during the meeting regarding matters affecting the village are received and noted.
- (iii) That the installation of the 2 defibrillators previously purchased is added to the agenda for the next meeting

SIGNED:

Chairman – Northborough Parish Council