

**Minutes of the Meeting of Northborough Parish Council
held on Wednesday 12 July 2017 at 7.00pm in Northborough Primary School**

Present:

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

Clerk: Mrs A Benfield (Acting)

Others: 1 Member of the public was in attendance

Absent: None

45/17 DECLARATIONS OF INTEREST

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

46/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Cllr Dadge (personal)

The Clerk informed the meeting that she had received an email from Cllr Robertson stating he was resigning from the Council with immediate effect and she was therefore informing Peterborough City Council of the vacancy.

47/17 PUBLIC PARTICIPATION

No members of the public present wished to speak under this item.

48/17 MINUTES

Comment was made that the resolutions at item 38/17 in the minutes from the last meeting were in the wrong order. It was agreed that the Clerk should amend these and represent the minutes for signing at the next meeting.

49/17 FOOTPATH FORUM

Mr McKie commented that the last meeting of the forum was held the previous day and that it had noted to recent death of John Sharpe. Consideration was now being given to the building of a suspension bridge as this would prove to be a much cheaper option to what had been proposed previously. Although before the plans proceeded any further an up to date report was needed, but that Structural Engineers were current being considered.

Network Rail have requested a meeting with the Forum representatives concerning the closure of the footpath at Moorland bridge. They are going to fund a new footpath along Maxey Cut and the Forum are hopeful that some funding will come from this towards the new bridge.

At the current time the Forum has £5434 in the bank with a recent donation of £50 being made by Deeping Rotary and a commitment from Deeping Lions of £500 when needed.

In addition to the bridge the Forum are also currently looking to find a way to include a footpath between Northborough and Newborough. They have raised concerns from residents in Newborough and Peakirk with Peterborough City Council regarding this.

Resolved that the verbal report was received and noted

50/17 POLICE REPORT

Resolved 50.1/17 that the crime report circulated was received and noted
50.2/17 that a notice is put on the notice board and website informing residents that 'Don't Knock Here' stickers are available on request from Cllr Spinks

51/17 PLANNING

The following planning application was considered:-

17/01227/HHFUL - Extension to existing garden store at Oak Tree Cottage 5 Church Street Northborough

As members had not received notification of the application directly from the Planning Authority

and there were no plans available to view at the meeting it was agreed that they would look at the application online after the meeting and email any comments to the Clerk by 14 July latest to allow her to submit a response on behalf of the Council.

Resolved 51.1/17 that Members review the plans on line after the meeting and pass any comments to the Clerk by 14 July latest for a response to be submitted on behalf of the Parish Council.

17/01023/HHFUL - Proposed two storey front extension at 82 Church View Northborough Peterborough

Resolved 51.2/17 that comment is passed to Planning Authority that although the Parish Council consider that the design of the proposed extension is in keeping with the design of the existing house. The relationship with the adjacent property to the west appears acceptable however, NPC would ask that the LPA satisfy themselves that there is no adverse impact on the habitable front rooms of that house.

To consider additional sites submitted as part of the Strategic Housing, Economic Land Availability Assessment (SHELAA) Additional Sites Suggested in Northborough in advance of the final Draft Local Plan consultation that will be taking place in November 2017

Resolved 51.3/17 that information is noted and Cllr Dudge write a draft response on behalf of the Parish Council for the Clerk to submit once seen by all Councillors.

Following consideration, it was agreed to reserve 2 places at the CPRE Cambridgeshire and Peterborough workshop "Understanding the Planning System and responding to planning applications" scheduled for Thursday 2nd November, 9am – 1pm, at St Ives Corn Exchange

Resolved 51.4/17 that 2 spaces are booked for Cllrs at the CPRE Cambridgeshire and Peterborough workshop "Understanding the Planning System and responding to planning applications" scheduled for Thursday 2nd November, 9am – 1pm, at St Ives Corn Exchange

52/17 Neighbourhood Plan

No update was available for the Neighbourhood Plan at the time of the meeting, however Cllr Pickering confirmed that an update would be emailed to all Members in the next 2 weeks.

53/17 PLAY AREA

Cllrs Spinks informed those present of recent email communication received via the website regarding the state of the boards surrounding the barked area surrounding the young children's section and the actions taken to deal with the problem.

The Clerk stated that she had been in communication with PCC & AMEY regarding the regular inspections that were carried out on the play areas on behalf of the Council and why when issues were found they were not brought to the attention of the council. She confirmed that this would be included in the site meeting with PCC/AMEY that had been arranged for 17 July 2017.

Cllr Steen provided information of a request that had been sent to the Council via PCC from the football club who were looking to have additional grass cuts carried out over and above the agreed schedule with them agreeing to pay for this additional work. Following discussion, it was agreed that the Council were not against the additional cuts happening and agreed that the Football Club should fund this work but to avoid a precedent being set where anyone could arrange for work to be carried out on Council property without agreement in advance the Council should make the request to PCC for a variation of the contract and that the Parish Council would then invoice the Football Club directly.

Further discussion then took place on the matter of the Football Club using the field for regular matches and there being no formal agreement in place. It was noted that this had been the situation for many years but that some agreement did need to be considered to regularise the use so that double booking did not become an issue. The Clerk was asked to contact the group and request a meeting to discuss both the grass cutting and a formal usage agreement.

- Resolved** 53.1/17 That the verbal report is received and noted
 53.2/17 That a meeting is arranged with the Football Club to discuss the additional grass cutting and a formal usages agreement.

54/17 VILLAGE HALL

Cllr Steen commented that the next meeting of the VH Committee was not scheduled until the following week so she had little to update Members on at the current time.

- Resolved** That the verbal report is received and noted

55/17 DEFIBRILATORS

An offer had been received from Dennis Spriggs, a village resident, to donate an original red phone box to the Council to be located along Church Street to house a 3rd defibrillator. It was agreed that assuming location could be found and agreed that was close to an electric supply to make this viable the offer should be accepted.

Various options were briefly considered but it was agreed that the better options potentially were on the front of the school grounds or on the Parish Council owned 'Pond Site' as this had a electricity supply cabinet already located on it.

In relation to the 2 units already purchased it was agreed that quotes should be sought for the fitting of the cabinets and delegated authority given the Chairman and Vice Chairman in conjunction with the Clerk to progress with the installation during the summer recess assuming the cost for the work was less than £500 in total.

- Resolved** 55.1/17 That the Clerk should contact both Highways and Planning to have some initial conversations on the likelihood of permission being granted to place an original red phone box along Church Street to house a 3rd defibrillator for the village
 55.2/17 That delegated authority be given to the Chairman and Vice Chairman, in conjunction with the Clerk to spend up to £500 to install the previously purchased defibrillator units fixed to the Village Hall and Village Shop as previously agreed

56/17 POLICIES AND PROCEDURES

- Resolved** 56.1/17 That the membership of the Policy and Procedure Working Party is confirmed to be Cllrs Spinks and Steen in conjunction with the Clerk
 56.2/17 That the Staff Handbook as amended following Working Party Review is adopted forthwith.
 56.3/17 That the Freedom of Information Policy as submitted by Cllr Pickering is adopted forthwith
 56.4/17 That in line with the Cllr roles agreed by the Parish Working Party Cllr Pickering review the policies and procedures currently in place and provide a report on alterations required to the September meeting.
 56.4/17 That a full review of all other policies and procedures that the Council should consider adopting be reconsidered at the September meeting

57/17 KEYMAN INSURANCE

Members noted that to add 'Key Man' insurance to the Councils insurance policy to cover key staff should they be unable to work due to an accident (not sickness) at a cost of £15 plus insurance premium tax per nominated person for a capital benefit of £50,000 giving a weekly benefit of £500 for up to 10 weeks and £100 per week after this was worth consideration. However, they noted that at the current time sickness cover was not included and they felt that this was also important. It was requested that the Clerk contact the Insurance company and request a figure to include sickness cover and provide an update to the September meeting before a final decision is made

- Resolved** That a further quote is requested including sickness cover and this is considered at the September meeting before a final decision is made on what option to take.

57/17 BANK RECONCILIATION

The Clerk informed the meeting that the difference of £5 noted on the reconciliation was due to a

cheque clearing through the bank for £5 less than it was issued for and that she was investigating it further.

Resolved That the bank reconciliation as presented is noted

58/17 BUDGET REPORT

The new format as circulated was agreed to be an improvement and accepted as a work in progress.

Resolved That the budget report as presented is noted

59/17 ORDERS FOR PAYMENT

The following orders for payments were presented -

Salaries & HMRC	£235.68
Wallbanger Ltd - Clerking Service	£871.50
A Benfield – Admin expenses	£57.37
Zurich Municipal - Insurance	£669.98
Anglian Water – Water charges	£26.49
Total	£1,861.02

Resolved That the Orders for Payment as presented are approved

60/17 MATTERS FOR INFORMATION –

To note action undertaken by the Clerk between meetings –

- Church View Open Space – complaint regarding state of shrubs and weeds. Shrubs and weeds have now been dealt with but this area still requires more work and a permanent solution agreeing to avoid more complaints in the future.
- Clare Road – communication linked to proposed footpath closure. It was confirmed that no further meeting with the resident opposed to the closure would be taking place as they had refused to meet and discuss further.

Resolved 60.1/17 That the actions taken by the Clerk since the last meeting are received, noted and supported

To receive comments from Councillors regarding matters affecting the village -

- Church gate – requires more work to be carried out as part of the refurbishment than initially thought so this will be included in the requests for quotes.
- Village sign – can be refurbished so quotes for this work are to be sought.
- Portals – can be made in oak so quotes for this work are to be sought along with permission for installation from Highways
- Speedwatch – training is to be carried out on Saturday 22nd July starting in the Packhorse carpark at 10am. It was noted that Cllrs Cavanagh, Dadge, Chiva & Spriggs will be attending. Cllr Pickering to email all those residents who showed an interest in speed watch and part of the recent village survey to inform them that the training would be taking place.

Resolved 60.2/17 That the comments above from Councillors regarding matters affecting the village be received and noted

60.3/17 That the following items are added to the September meeting –

- Church Gate – to receive quotes for work
- Village Sign – to receive quotes for refurbishment
- Portals – to receive quotes for manufacture and installation.

62/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting

63/17 STAFFING MATTER

Resolved That due to the time being 9.00pm and that this items should be deferred and

considered at a reconvened meeting to be held on Wednesday 26 July 2017

64/17 VILLAGE HALL LEASE

Resolved That due to the time being 9.00pm and that this item should be deferred and considered at a reconvened meeting to be held on Wednesday 26 July 2017

65/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting

DRAFT