

**Minutes of the Meeting of Northborough Parish Council
held on Wednesday 13 September 2017 at 7.00pm in Northborough Village Hall**

Present:

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

Clerk: A Benfield (Acting Clerk)

Others:**66/17 DECLARATIONS OF INTEREST**

Cllr Chiva declared a personal interest in the planning application appeal for 27 Church Street as he lives 2 doors away from the property in question.

67/17 APOLOGIES FOR ABSENCE

67.1 Apologies were received and accepted from Cllr J Dadge (personal)

67.2 The resignations of Catherine Cavanagh and Margaret Sleet were received and noted with regret

67.3 The Clerk reported that she has spoken Mr Terry Palmer who had been elected unopposed to the Parish Council. Due to other commitments he was unable to attend this meeting but would be meeting with the Clerk in advance of the October meeting to sign his declaration of office in preparation for attending and participating in that meeting

68/17 PUBLIC PARTICIPATION

There were no members of the public present

69/17 MINUTES

The minutes of the meetings held on 12 July 2017 and 26 July 2017 were confirmed as a correct record and it was agreed that these should be signed by the Chairman at the next meeting.

70/17 FOOTPATH FORUM

There was no report from the Footpath Forum received

71/17 POLICE REPORT

The content of the Peterborough Rural crime and information update for July was noted.

72/17 PLANNING

Consideration was given to the following applications: -

17/01681/HHFUL: Conversion of garage into living area and change to pitched tiled roof at 1 Cromwell Close, Northborough

Those present had no comments or concerns regarding the application. However, it was agreed that Cllr Dadge would be asked for his view prior to a response being sent.

Resolved 72.1 No comment is submitted unless Cllr Dadge had concerns. In which case, his comments to be circulated to all Members for consideration and confirmation prior to submission

Consideration was given to the Planning Appeal for 27 Church Street. The draft response letter circulated from Cllr Dadge was considered and it was agreed to be suitable following some minor grammatical alterations.

Resolved 72.2 The response letter considered be submitted following some grammatical corrections.

73/17 Neighbourhood Plan

It was noted that there was no progress currently but an update will be provided in time for the October meeting

Resolved That the verbal report is received and noted

74/17 PLAY AREA

Cllrs Spinks and Steen provided a verbal update on the current state of the play area and commented that there are no issues as the current time.

It was noted that the removal of the wood surround from the play area had not resulted in the bark chippings spreading as had been anticipated so no remedial work was required at the current time.

The Acting Clerk reported that once again she had not received the inspection reports from PCC/Amey as promised and that she would be in contact with them regarding this. The next annual RoSPA inspection was due to take place in October and would be reported to council once received.

Chairman's
Initials

Resolved The verbal reports are received and noted

75/17 VILLAGE HALL

The Chairman reported that the hall is now officially open and the annual Party in the Park is happening on Sunday 17 September. All arrangements are in place including relevant risk assessments and PL insurance. She stated that car parking discussions were ongoing and it was noted that a request should be made that parking does not happen on the football pitch.

With regards to Parish Council use of the building for meetings, comment was made that the minutes of the Village Hall Committee 2 meetings ago state that the Northborough Parish Council can use the hall free of charge because of the grant given towards the expansion. Members were keen to ensure that this inaccuracy is corrected for the benefit of the Community and it is acknowledged that Northborough Parish Council has free use of the meeting room as a condition of the lease. Clarification was also requested on the amount of contribution received by the Village Hall Committee from Deeping Gate Parish Council. As a joint community facility, it is important that the terms of use are equitable for both villages.

Resolved 75.1 That the verbal report is received and noted

75.2 That clarification of the funding received from and the benefit provided to both Northborough Parish Council and Deeping Gate Parish Council on behalf of their respective communities is equitable from the Village Hall Committee

76/17 Defibrillator

Members noted that both defibrillators were now installed, with one at the shop and one at the village hall and that both had been well received by the community.

Following the resignation of M Sleet, Cllr Spinks has taken on responsibility to carry out weekly maintenance on both units

The Acting Clerk confirmed that she was in the process of making arrangements with M Sleet to have a complete handover linked to the cemetery and would collect all paperwork and records linked to the defibrillators at the same time.

It was noted that no positive forward movement had been achieved with progressing the positioning of a 3rd unit on Church Street. It was agreed that this should be left to the Acting Clerk to progress with Chairman making contact with the resident who had offered to donate the phone box that was to be used to house it.

Resolved 76.1 That the Acting Clerk pass to Cllr Spinks all necessary maintenance information following her hand over meeting with M Sleet.

That the Acting Clerk to make contact with PCC to get authority to put the telephone box on The Pond for the installation of the unit

That the Acting Clerk look into the registration of land known as The Pond in the name of the Parish Council if this has not already been done.

Cllr Steen to make contact with the resident regarding the donation of the phone box.

77/17 POLICIES AND PROCEDURES

It was noted that the resolutions from the May meeting regarding the full review of policies and procedures are still outstanding.

The Acting Clerk brought to the attention of the meeting information related to the General Data Protection Regulations that are to come into effect on 25 May 2018 and the requirement for the council to appoint an Officer to be the responsible person under the regulations. It was agreed that Cllr Pickering, who deals with this subject professionally, should provide some training on this subject in the next couple of months

Resolved 77.1 That the outstanding resolutions from the May meeting are noted and that the working party should look to complete this work as soon as practicable.

77.2 That the requirement to appoint a suitably qualified Officer under the GDPR are noted.

77.3 That Cllr Pickering provide training to the Clerk and Members on the requirements under the GDPR in the next few months.

78/17 KEY MAN INSURANCE

The Acting Clerk informed Members that Zurich Insurance are not able to provide sickness cover as part of the Key Man Insurance. Following a brief discussion, it was agreed that the Acting Clerk should look to get some quotes from other companies for sickness cover and provide a cost comparison report to a future meeting that shows the costs from insurance premiums against the costs of sick pay for Members to decide the best way forward.

Resolved 78.1 That a report providing a cost comparison of insurance premiums against sick pay is provided to a future meeting

78.2 That Key Man insurance is put on hold until such time as the above report is provided for

consideration

79/17 CEMETERY AND OPEN SPACE MAINTENANCE

Discussion took place on the current state of parish land that is being maintained by an external contractor. It was noted that Church View was now in a satisfactory condition but that more work was required in the cemetery to bring it up to an acceptable standard

It was agreed that the existing contract needed to be reviewed prior to tenders being sought for the next 3 years due to the difficulties encountered over the last year. Cllr Spinks and Spriggs agreed to look into this and present an amended service level agreement to the next meeting.

It was agreed that the Acting Clerk should meet with the current contractor to discuss the concerns of Members and enquire as to when the work would be completed as expected.

- Resolved**
- 79.1 That Cllrs Spinks and Spriggs review the current GM contract to ensure fit for purpose for forthcoming tender process
 - 79.2 That the Acting Clerk meets with the GM Contractor to discuss the current state of the cemetery

80/17 BANK RECONCILIATION

The Acting Clerk confirmed that she had been unable to resolve the issue through the bank with the undercashing of a cheque for £5. It was agreed that a chq to this value made payable to the original payee should be raised to remove the anomaly from the bank reconciliation.

Members noted the difficulties the Acting Clerk was having with getting the National Savings account transferred from the previous Clerk.

- Resolved**
- 80.1 That the Bank Reconciliation up to 24 August 2017 is received and noted
 - 80.2 That a cheque for £5 is raised to clear the underpayment previously made by the bank as shown on the bank reconciliation

81/17 Budget Report

Resolved That the Budget Report up to 31 August 2017 is received and noted

82/17 ORDERS FOR PAYMENT

Salaries & HMRC	£235.68
Wallbanger Ltd - Clerking Service	£593.70
A Benfield – Admin expenses	£8.68
CAPALC – In House Training	£1050.00
M G Landscapes – June & July maintenance	£651.30
23ccc – new email accounts	£60.00
Salaries & HMRC	£235.68

Resolved That the Orders for Payment for a total of £2599.36 as presented are approved

83/17 ANNUAL RETURN

Resolved That the completion of external audit is noted and that the comment regarding the lack of Chairman's signature in section 2 is noted

84/17 POLL CARDS

Due to the election being uncontested this item was not discussed

85/17 MATTERS FOR INFORMATION –

There were no items for the Acting Clerk to bring to the attention of Members.

It was requested that the Acting Clerk request the handy Man to not use the corner of the park near the village hall for waste collected during his normal activities

It was requested that the website and cemetery notice boards are updated with the rules and regulations. A brief discussion took place regarding the forthcoming Christmas activities and it was agreed this should be included on the next agenda for the final decisions to be made

- Resolved**
- 85.1 That the Acting Clerk make contact with the Handy Man to discuss waste removal
 - 85.2 That the information on the website and cemetery notice board are updated with the latest version of the adopted rules and regulations
 - 85.3 That an item is added to the next agenda to discuss the village Christmas event

86/17 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

Chairman's
Initials

Resolved 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

87/17 **STAFFING MATTERS**

The Chairman confirmed that one expression of interest had been received for the Clerks vacancy but that they had not fully completed the application process.

It was agreed that the vacancy should be re-advertised until the end of October with the pay rate and hours amended to take into account the advice provided by the Acting Clerk previously.

It was agreed that the Chairman should contact the person who had expressed an interest and advise them that the vacancy was still live and their application would be reconsidered at the end of October, along with any other received.

It was further agreed that the appointment of Wallbanger Ltd should be extended until such time as the vacancy is filled.

- Resolved**
- 87.1** That the vacancy for Parish Clerk should be re-advertised until the end of October
 - 87.2** That the hours should be increased to 43 per month to include meetings
 - 87.3** That the salary for the post be agreed as *NJC scales: LC2, SCP 26 – 29*
 - 87.4** That the appointment of Wallbanger Ltd to provide clerking services be continued until such time as a new Clerk is appointed

88/17 **VILLAGE HALL LEASE USE AND CORPORATE USE OF PLAYING FIELD**

Members discussed the difficulties that were apparent with the dual operation linked to the village hall and the playing fields and it was agreed that closer communication was needed especially when corporate bookings were made that required the use of both the hall and the field.

It was noted that the existing lease required amending in light of the extension and that this was still being worked on.

- Resolved**
- 87.1** That the Chairman brings to the attention of the village hall Committee the concerns of the Parish Council regarding corporate use of the facilities
 - 87.2** That the lease is brought back to the next meeting for further consideration

89/17 **CHURCH GATE**

Resolved That this item is brought back to the next meeting

90/17 **VILLAGE SIGN**

Resolved That this item is brought back to the next meeting

91/17 **PORTALS**

Resolved That this item is brought back to the next meeting

92/17 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

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

Signed:

Dated

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