

Northborough Parish Council

northboroughpc.co.uk

Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

Clerk: Robin Morrison.

clerk@northboroughpc.co.uk

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 14 November 2018 in Northborough Village Hall, at 7.00pm.

Draft Minutes for Confirmation at next Meeting

Number	Item	Decision	Action By
1	TO NOTE THOSE PRESENT Chair, John Dadge: Vice-Chair, Malcolm Spinks. Councillors, Brian Spriggs: Terry Palmer: Emma Watts: Rob Chiva. Members of the Public, None.	Noted	
2	TO NOTE APOLOGIES FOR ABSENCE Councillors, Annette Remmert.	Noted	
3	TO RECEIVE DECLARATIONS OF INTEREST Item 12.e), 18/01814/R4FUL, Proposed Childrens' Nursery		
4	MINUTES OF PREVIOUS MEETING To Confirm as correct, Minutes of Parish Council Meeting held on 10 October 2018.	Agreed	
5	REPORTS BY CITY COUNCILLORS AND INVITED SPEAKERS None.		
	General Data Protection Regulation (GDPR) Statement An important aspect of complying with GDPR is being open and transparent with individuals about how their personal data will be used. Northborough Parish Council will ensure that personal data shall be processed lawfully, fairly and in a transparent manner and will be; Only collected for specified, explicit and legitimate purposes; Adequate, relevant and limited to what is necessary; Accurate and, where necessary, kept up to date; Kept in a form which permits identification of data subjects for no longer than is necessary; Processed in a manner that enables appropriate security of the personal data, including protection against unauthorised or unlawful processing; Processed in accordance with an individual's rights; Kept in a secure manner. You may obtain a copy of the data held about you by contacting the Clerk as above.		

6	PUBLIC FORUM None.		
7	CORRESPONDENCE RECEIVED a) PCC, Forward Plan of Executive Decisions, 12/11/18-10/12/18. b) Repainting of Richard Tindall Bridge. c) Sports Holiday Clubs. d) Football Club Agreement returned signed.	Noted Noted Invite to Council Meeting Noted	Clerk
8	REGISTER OF MEMBERS' FINANCIAL AND OTHER INTERESTS a) Councillors to submit completed forms.	Completed	Clerk
9	GENERAL DATA PROTECTION REGULATION a) Data Audit: Carried over.	Noted	
10	COMMUNICATIONS AND TECHNOLOGY a) New laptop computer for Clerk: following the malfunction of the existing computer, a Dell, Inspiron 15 5000 Series (i7 processor, 16gb RAM, 256gb SSD) has been purchased. b) Village Tribune Terry Palmer's address is 28 Church View and not 26. c) New list of Councillors and duties onto notice boards (John Dadge will laminate)	Noted Contact Produce laminated	Clerk Clerk
11	PARISH COUNCIL LIAISON Annette Remmert will attend the next meeting.	Noted	Clerk
12	PLANNING To Note the following: a) 18/01797/CTR, 2 Paradise Lane, Tree works. b) 18/01864/HHFUL, 38 Deeping St. James Road, first floor side extension above existing footprint, convert external porch to internal porch and uPVC bay window to front. c) 18/01883/HHFUL, 37 Church Street, Stone wall to replace unstable hedgerow. d) 18/01330/HHFUL, 2 St. Andrews Road, Erection of Conservatory and repositioning of fence now to be replaced by a hedge. Permitted.	Noted	

	e) 18/01814/R4FUL, Proposed Nursery at Northborough School. It was Agreed to make the following comment to the Planning Dept: The Parish Council supports the proposal, which will provide a significant facility for the benefit of the village.	Comment	Clerk
13	NEIGHBOURHOOD PLAN Update by Chair: Outstanding information is currently being prepared, we are aiming to have a draft plan ready by Christmas	Noted	
14	FOOTPATHS To discuss Parish footpaths and any issues. a) Clare Road/Church View Footpath. The PCC Public Rights of Way Officer, Lee Moore has written to residents – PCC cannot close the path. Homeowners must take responsibility for maintenance except for upgrowth. He is arranging for a one-off tidy up.	Noted	
15	BURIAL GROUNDS a) Paths resurfacing: progress report and letter from the Rector. We are awaiting a Faculty to allow work to proceed.	Noted	
16	VILLAGE MATTERS a) To Note any actions since last Meeting. None. b) To Note any reports by Councillors. The Parish Council was represented by Malcolm Spinks and Brian Spriggs at the Church Remembrance Service on 11 November. Poppies were placed at the entrances to the village and a flag was flown on the flag post. c) Installation of Red Telephone Box and new Defibrillator on Church Street. To be discussed with Dennis Spriggs. d) Village Tribune: Input from the Parish Council. It was Agreed to send contributions to Annette Remmert for submission to the magazine. e) Dog Poo marker spray. 10 cans of spray have been ordered at a cost of £67.08. f) It was Agreed to put a new item on the December Agenda – Village Entrance Gates/Portal.	Noted Meeting All Councillors Noted December	John Dadge Annette Remmert Clerk

17	PLAYING FIELD a) Gym equipment and Community Garden - application for funding. Applications in progress.	Noted					
18	VILLAGE HALL No items.						
19	SPEEDWATCH Report by Emma Watts: Operations are suspended until the weather improves	Noted					
20	STAFF MATTERS a) To Note backdated pay increase for staff due to increase in minimum wage on 01/04/18 from £7.50 to £7.83 per hour. b) To Note appointment of new Clerk, Catherine Franks and signing of Contract, following retirement of Robin Morrison. Contract was signed by the Chair and the new Clerk who was welcomed to the Council by John Dadge.	Noted					
21	LAPTOP COMPUTER a) Council Insurance is not changed, as Office Equipment cover is up to £5,000. b) Asset Register has been amended to include new values.	Noted					
22	FINANCE a) To Approve the Financial Report for the year to 31 October 2018. b) Banking: Update on changing banks. c) To Note money received in October 2018, £6.84. <table><tr><td>NS&I</td><td>Interest £5.90</td></tr><tr><td>Business Account</td><td>Interest £0.94</td></tr></table> d) To Agree items for Payment. i. Wages and Expenses for October 2018 £1,285.12. ii. Hmrc, Tax for October 2018, 201.00. iii. Richard Harding, Grounds Maintenance for September & Extra Tasks, £857.50 (already paid) iv. John Lewis, Laptop Computer, £849.95 (already paid) v. Robin Morrison, repayment, Lights4fun, Christmas lights, £120.00. vi. Robin Morrison, repayment, Festive Lights, Christmas lights, £46.17.	NS&I	Interest £5.90	Business Account	Interest £0.94	Agreed Noted Noted Agreed	
NS&I	Interest £5.90						
Business Account	Interest £0.94						

	vii. Robin Morrison, repayment, Legs Galore, Remembrance Flag, £11.45. viii. Robin Morrison, repayment, MeonUK, Dog Poo marking paint, £67.08. ix. Robin Morrison, repayment, Amazon, Remembrance Poppy Stickers, £39.90. e) To Agree Budget and Precept for 2019/2020. f) To Agree Bank Debit card for Clerk's Sundry expenses. g) To Agree application to Unity Trust Bank for change of Clerk.	Agreed Agreed Agreed	 Clerk Clerk
24	DATE OF NEXT MEETING Monthly Parish Council Meeting: 12 December 2018 at 7pm.	Noted	
25	MEETING CLOSED At 8.44pm		

This a true record of the Meeting Chair, 12 December 2018.