

# Northborough Parish Council

northboroughpc.co.uk  
Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

Clerk: Robin Morrison.  
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## Minutes of a Meeting of Northborough Parish Council held on Wednesday 10 October 2018 in Northborough Village Hall, at 7.00pm.

### Draft Minutes for Confirmation at next Meeting

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

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| <b>6</b> | <b>PUBLIC FORUM</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                     |                                                                               |
| <b>7</b> | <b>CORRESPONDENCE RECEIVED</b> <ul style="list-style-type: none"> <li>a) Draft Cambridgeshire Statement of Community Involvement.</li> <li>b) Parish Resident: complaint of litter on footpath from Northborough to Nine Bridges. It was Agreed to make the following reply: "The Council arranges litter picks regularly and Residents are invited to join in and help Councillors. Lots of rubbish is deposited by the passengers of passing vehicles and so, as fast as it is picked up, more is discarded." It was Agreed to put signs in the vicinity.</li> <li>c) Parish Resident: complaint of rat poison near Nine Bridges. It was reported that the poison has disappeared, and Councillors are keeping a look out for further incidents.</li> <li>d) Sports Holiday Club: It was Agreed to make enquiries.</li> <li>e) Councillors' Declaration of Interest Forms: there are now new forms, which must be completed before the November meeting.</li> <li>f) Footpath at rear of Clare Road: PROW Officer has requested a meeting with the Council to discuss this matter. It was Agreed to invite him to the November Meeting.</li> </ul> | Noted<br><br>Reply<br><br>Put up Signs<br><br>Noted<br><br>Investigate<br><br>Councillors to complete<br><br>Invite | <br><br>Clerk<br><br>John Dadge<br><br>Terry Palmer<br><br>Clerk<br><br>Clerk |
| <b>8</b> | <b>GENERAL DATA PROTECTION REGULATION</b> <ul style="list-style-type: none"> <li>a) Data Audit: Carried over.</li> <li>b) Capalc, Data Protection Officer Scheme for members. It was Agreed to join the Scheme for a fee of £50 per year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Noted<br><br>Sign up                                                                                                | <br><br>Clerk                                                                 |
| <b>9</b> | <b>COMMUNICATIONS AND TECHNOLOGY</b> <ul style="list-style-type: none"> <li>a) To Agree Councillors' information on notice boards and the website: It was Agreed to post all information exactly as stated on the website and include a group photograph of the Council.</li> <li>b) To Agree Councillor's responsibilities: The following allocation of duties was Agreed:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Create posters<br><br>Publicise list                                                                                | Clerk<br><br>Clerk                                                            |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------|------|-----------------|----------|------------------------|--------|--------------|-----------------|-----------------|---------|----------------------------------|----------------|---------------|-------------|---------------|------------|------------|-----------------|--------------------------------|---------|----------------|--|--|
|                 | <table><tr><td>Policies</td><td>Annette Remmert</td></tr><tr><td>GDPR</td><td>Annette Remmert</td></tr><tr><td>Planning</td><td>John Dadge &amp; Rob Chiva</td></tr><tr><td>Police</td><td>Terry Palmer</td></tr><tr><td>Risk Assessment</td><td>Annette Remmert</td></tr><tr><td>Finance</td><td>Malcolm Spinks &amp; Annette Remmert</td></tr><tr><td>Burial Grounds</td><td>Brian Spriggs</td></tr><tr><td>Green Space</td><td>Brian Spriggs</td></tr><tr><td>Speedwatch</td><td>Emma Watts</td></tr><tr><td>Human Resources</td><td>Malcolm Spinks &amp; Brian Spriggs</td></tr><tr><td>Website</td><td>Malcolm Spinks</td></tr></table> | Policies  | Annette Remmert                | GDPR | Annette Remmert | Planning | John Dadge & Rob Chiva | Police | Terry Palmer | Risk Assessment | Annette Remmert | Finance | Malcolm Spinks & Annette Remmert | Burial Grounds | Brian Spriggs | Green Space | Brian Spriggs | Speedwatch | Emma Watts | Human Resources | Malcolm Spinks & Brian Spriggs | Website | Malcolm Spinks |  |  |
| Policies        | Annette Remmert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| GDPR            | Annette Remmert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Planning        | John Dadge & Rob Chiva                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Police          | Terry Palmer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Risk Assessment | Annette Remmert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Finance         | Malcolm Spinks & Annette Remmert                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Burial Grounds  | Brian Spriggs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Green Space     | Brian Spriggs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Speedwatch      | Emma Watts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Human Resources | Malcolm Spinks & Brian Spriggs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| Website         | Malcolm Spinks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 10              | <b>PARISH COUNCIL LIAISON</b><br>Annette Remmert will attend the next meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Noted     | Clerk                          |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 11              | <b>PLANNING</b><br>To Note the following:<br>a) 18/01526/CTR, Church Farm, Fell Horse Chestnut Tree. Permitted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Noted     |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 12              | <b>NEIGHBOURHOOD PLAN</b><br>Update by Chair: Outstanding information is currently being prepared, we are aiming to have a draft plan ready by Christmas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted     |                                |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 13              | <b>FOOTPATHS</b><br>Parish Resident: Complaint of overgrown vegetation on footpath to school. It was Agreed to reply: “The Council has arranged for the Cemetery maintenance contractor to trim the offending growth but must point out that the footpath is the responsibility of the City Council and we cannot afford to pay for the work to be done again.                                                                                                                                                                                                                                                                               | Reply     | Clerk                          |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 14              | <b>BURIAL GROUNDS</b><br>a) Paths resurfacing: It was Agreed to obtain quotes for various products.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Quotes    | Malcolm Spinks & Brian Spriggs |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |
| 15              | <b>VILLAGE MATTERS</b><br>a) To Note any actions since last Meeting. None.<br>b) To Note any reports by Councillors. None.<br>c) Football Club Agreement. It was Agreed to omit the Insurance condition from the Agreement, due to its unsuitability.                                                                                                                                                                                                                                                                                                                                                                                        | Agreement | Clerk                          |      |                 |          |                        |        |              |                 |                 |         |                                  |                |               |             |               |            |            |                 |                                |         |                |  |  |

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|    | <p>d) Christmas Tree: Lighting Ceremony to take place on Saturday 1<sup>st</sup> December. It was Agreed to pass thanks on Lyn Steen and Margaret Sleet for their continued support in organising this event.</p>                                                                                                                                                                                                                                                                                                                                                                                                             | Pass on Thanks                                                    | John Dadge                                  |
| 16 | <p><b>PLAYING FIELD</b></p> <p>a) Gym Equipment and Community Garden: It was Agreed to investigate options for third party funding to complete the WREN Community Garden application</p> <p>b) To confirm the Clerk as authorised signatory and lead applicant for the WREN application. With the Vice-Chair, Malcolm Spinks being the secondary signatory and secondary applicant.</p> <p>c) PCC have reported that their play inspector has discovered several cracks in the ground in and around the play area. They recommend that they need filling as soon as possible. It was Agreed to seek a quote for the work.</p> | <p>Research Funding</p> <p>Agreed</p> <p>Quote</p>                | <p>John Dadge</p> <p>Clerk</p> <p>Clerk</p> |
| 17 | <p><b>VILLAGE HALL</b></p> <p>No items.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                   |                                             |
| 18 | <p><b>SPEEDWATCH</b></p> <p>Report by Emma Watts: The team operated for 30 minutes and noted during this period a total of 180 vehicles heading east on Deeping St. James Road, they all slowed down to observe the speed limit.</p>                                                                                                                                                                                                                                                                                                                                                                                          | Noted                                                             |                                             |
| 19 | <p><b>STAFF APPRAISAL AND WAGES</b></p> <p>It was Agreed that an annual staff appraisal and wage review should be carried out by the Human Resources Working Group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Appraisal                                                         | Malcolm Spinks & Brian Spriggs              |
| 20 | <p><b>FINANCE</b></p> <p>a) To Approve the Financial Report for the year to 30 September 2018.</p> <p>b) Banking: Update on changing banks: New current and deposit accounts now opened and fully functioning with Unity Trust Bank. Nominated Councillors have online access.</p> <p>c) Fun Day Bank Account: Report by Clerk: £1,575.67 now included in the Council's Accounts under the heading 'Social'.</p> <p>d) Northborough Community Grant. Carried Over.</p> <p>e) To Note money received in September 2018, £16,034.26.</p>                                                                                        | <p>Agreed</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> |                                             |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |       |
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|           | <ul style="list-style-type: none"> <li>i. NS&amp;I, Interest, £9.34</li> <li>ii. Funday Account, Village Fund, £1,575.67</li> <li>iii. TSB Business Instant Access Account, Interest, £0.38</li> <li>iv. PCC, Precept 50% £10,393.63</li> <li>v. PCC, Grant Burial Grounds 50% £1,330.86</li> <li>vi. PCC, Recreation Grounds 50% £2,789.00</li> <li>vii. Unity Trust Bank, Goodwill, £50.00</li> <li>viii. Co-op, Memorial Fee – Evans, £85.00.</li> <li>ix. Unity Trust Bank, Interest, £0.18</li> </ul> <p>f) To Note Invoice issued to One Stop Shop for 50% of new fence.</p> <p>g) To Agree items for Payment.</p> <ul style="list-style-type: none"> <li>i. Wages and Expenses for September 2018, £1,047.82.</li> <li>ii. Hmrc, Tax for September 2018, £157.40.</li> <li>iii. Capalc, GDPR Membership £50.00.</li> <li>iv. PCC, Grounds Maintenance for 2018/19 £4,849.20</li> <li>v. Richard Harding, Grounds Maintenance for September 2018, £482.50</li> <li>vi. Unity Trust Bank, Transfer from TSB Treasurer's A/c £10,000.00 (already paid)</li> </ul> <p>h) To Agree Budget and Precept for 2019/2020. Precept to be increased by 1.9% and Grants to be increased to cover actual cost of Recreation and Burial Grounds Maintenance. Final figures to be agreed at November meeting.</p> <p>i) To Note completion of External Audit by PKF Littlejohn LLP and invoice value of zero. Matters identified by Audit as incorrect:</p> <ul style="list-style-type: none"> <li>i. Incompatibility between 2016/17 and 2017/18 statement of Asset values.</li> <li>ii. Failure to provide proper provision for the exercise of public rights as noted for 2016/17.</li> <li>iii. Failure to take appropriate action on all matters raised in reports from Internal and External Audits for 2016/17.</li> </ul> | Noted                 |       |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Agreed                |       |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Completed Budget form | Clerk |
|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Noted                 |       |
| <b>24</b> | <b>DATE OF NEXT MEETING</b><br>Monthly Parish Council Meeting: 14 November 2018 at 7pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Noted                 |       |
| <b>25</b> | <b>MEETING CLOSED</b> At 8.54pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       |       |

This a true record of the Meeting ..... Chair, 14 November 2018.