

Northborough Parish Council

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DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

Minutes of a Meeting of Northborough Parish Council

held on **Wednesday 10th April 2019** from 7.00pm

19.36 **PRESENT:** Chair John Dadge, Vice-Chair Malcolm Spinks, Councillors Terry Palmer, Emma Watts, Annette Remmert, Brian Spriggs

IN ATTENDANCE: Clerk Catherine Franks, 1 member of public

19.37 **APOLOGIES FOR ABSENCE:** Councillor Rob Chiva

19.38 **DECLARATIONS OF INTEREST:** None

19.39 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 13th March 2019, were confirmed as a true record and signed by the Chair.

19.40 **PUBLIC FORUM:** None

19.41 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None received or in attendance

19.42 REPORTS FROM COUNCILLORS AND CLERK:

42.1 *Resolutions from previous meetings.* No updated version, new update to be circulated.

42.2 *Police and crime.* Cllr Palmer commented that the area Police Sergeant planned to attend the Village Meeting. A number of recent crime incidents in the area were discussed.

42.3 *Speedwatch.* Equipment held by Glinton PC until end of April. **ACTION – Rob Chiva** to collect.

42.4 *Traffic Watch.* This standing item was clarified as covering issues such as parking violations.

a) There had been continuing concerns about parking on Church Street at school times. All available action had previously been taken. Also Noted that the School has plans to erect a fence across frontage of property, council had no prior knowledge.

b) Also note Minute 19.44.5.b, parking on verges.

42.5 *External meetings, conferences and training.* None to report, apologies had been given to Parish Council Liaison Group which met on the same evening as the council.

19.43 PLANNING

43.1 *Neighbourhood Plan:* Cllrs Dadge and Chiva had met and reviewed the draft document. A further draft will be developed to meet the requirements of the policy document; carried forward to June council meeting.

43.2 *19/00376/HHFUL: 36 Castle Drive, single storey extension, etc:* The application was noted with no concerns. Agreed no comments required for submission.

19.44 VILLAGE AMENITIES AND MAINTENANCE

44.1 Defibrillators

a) Cllr Spinks and Clerk updated that work on sourcing a 3rd defibrillator was in progress with information received from two potential suppliers.

b) Potential expenditure of up to £180 (exc VAT) was Agreed for relocation of phone box from Dennis Spriggs' premises to Greens Garage for future installation of defibrillator. Cllr Spriggs reported that a cheaper transport option had been identified. Margaret Sleet had agreed to have the box on her premises. Clerk to add to asset register.

44.2 Village Hall and Playing Field

- a) Lighting: Agreed to delay and investigate options at a later date.
- b) Car park: Two similar, written quotes for white/yellow lining had been received. Agreed to delay and address in future if lining becomes necessary.
- c) Adult Fitness Equipment (previously called Gym Equipment):
 - i) Clerk advised that installation was confirmed for 7-9 May 2019. **ACTION - Clerk** to confirm date and location with Cllr Remmert's supplier of Heres fencing. It was noted that the project had been prompted by a resident's suggestion. Agreed to invite the resident to 'open' the installation at the Village Meeting. **ACTION - Malcolm Spinks** to make initial approach.
 - ii) Expenditure of £295.00 + VAT was Approved for post-installation inspection as required by PCC prior being added to their regular inspection list.
- d) Peterborough Communities Fund: Cllr Watts confirmed that an application had been made. No further update, first tranche had now been awarded, with the next expected in June.

44.3 *Burial Grounds*

- a) No recent activity to report.
- b) No further update to report on churchyard footpath refurbishment
- c) Cllr Spriggs reported a dead tree/shrub in older part of cemetery. **ACTION - John Dadge** to inspect and liaise with Tree Officer on whether permission required to remove
- d) Complaint had been received by Cllr Spriggs about damage to plastic vases on a grave. Richard Harding advised and had rectified. It was Confirmed that **only** Richard Harding's team are permitted to carry out grass cutting in the cemetery and churchyard.

44.4 *Other Green Space*

- a) Village planters. Cllr Dadge confirmed that he hoped to have these installed before the Village Meeting on 18 May. Steve Milne (attending as public) agreed to assist. **ACTION - Malcolm Spinks** to liaise with Branch Brothers to set up an account for purchase of materials in the council's name. Clerk confirmed that PCC had been advised. It was Agreed to place an additional planter outside the Village Hall, Malcolm Spinks to advise committee.
- b) Village sign. Cllr Spinks advised that this was Complete and in place with assistance from Cllr Spriggs (and others).
- c) Richard Tindall bridge. Cllr Dadge advised that the plaque had now been re-fixed

44.5 *Footpaths and Highways*

- a) Bin stickers. It was Agreed to purchase £100 worth of stickers in a combination of 20mph and 30mph and make available to residents at the village meeting. **ACTION – John Dadge** to send supplier link to Clerk for ordering.
- b) Parking on verges. Discussed at 19.42.4.b; Cllr Spinks advised that a vehicle was repeatedly parked on the verge outside the Cross Keys homes and he had reported to PCC. No action taken to date.
- c) Speeding on Lincoln Road (ref Minute 19.34.1). Councillors noted that PCC had agreed to carry out a traffic survey to judge whether a pedestrian crossing would be justified.
- d) Tipping of tree spoil in dyke off Lincoln Road (ref Minute 19.08.3). Cllr Spinks advised that he had visited the landowner but the situation hadn't been rectified. He would now report the matter to the Internal Drainage Board/Environment Agency.

19.45 **CORRESPONDENCE**

- 45.1 Cllr Spinks advised that a verbal request had been received from the village shop owner to have a direction sign erected on Lincoln Road. **ACTION - Malcolm Spinks** to investigate with PCC.

19.46 **FINANCE and GOVERNANCE**

- 46.1 *Elections:* Clerk advised that submission of 7 nominations for the parish council election had resulted in an uncontested election and two vacancies. Cllr Remmert had decided not to stand due to other commitments but offered to assist from outside the council. The Chair led councillor's sincere thanks for her very great contribution during her short time on the council.
- 46.2 *Annual Village Meeting:*
 - a) List of invitations was confirmed as circulated by the Clerk, with some additions.

- b) Timing agreed as 10am to 12noon. Agreed to order tea and cake via Village Hall for 100 approx, **ACTION – Clerk**. Name badges requested, **ACTION – John Dadge**.
- 46.3 *The Financial Report for the year 1st April 2018 to 31st March 2019* was Approved and signed
- 46.4 *Money Received was Noted:*
 - a) Northborough Community Association: cleaning contract, £339.20
- 46.5 *Payments made since the last meeting were Noted:*
 - a) Staff Pay and Expenses for March 2019, £1,438.17.
 - b) HMRC: PAYE/NI for March 2019, £ NIL
 - c) Malcolm Spinks: reimburse paint expenses ref Minute 19.21.4.b, £25.45.
 - d) Malcolm Spinks: reimburse paint expenses ref Minute 19.21.4.b, £49.50.
- 46.6 *Items due for Payment were Agreed, except d) as shown:*
 - a) HMRC: Outstanding employer NI contribution, £57.66
 - b) Richard Harding: Grounds Maintenance and playing field for March, £632.50
 - c) Sovereign Play Equipment: gym equipment 20% order value deposit, £2,428.03
 - d) Deeping Direct Deliveries: relocation of phone box, £216.00 (pending invoice). Removed
 - e) A&M Print Ltd: Leaflet print and delivery (elections), £72.00
 - f) Malcolm Spinks: reimburse paint expenses ref Minute 19.21.4.b, £8.50

19.47 NEXT MEETING

- 47.1 Items noted for inclusion at a future meeting. None except as minuted above.
- 47.2 Date of next meeting, Annual Meeting of the Council, Wednesday 8th May 2019 7.00pm

Meeting closed at 20:10