

Northborough Parish Council

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

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Minutes of a Meeting of Northborough Parish Council held on **Wednesday 10th July 2019** from **7.00pm**

- 19.82 **PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Emma Watts, Brian Spriggs, Steve Milne, Terry Palmer, Rob Chiva
IN ATTENDANCE: Clerk Catherine Franks, 4 public
- 19.83 **APOLOGIES FOR ABSENCE** - None
- 19.84 **CO-OPTION OF NEW MEMBER(S):** No applications were received and, there being two vacancies remaining, this item to be carried forward
- 19.85 **DECLARATIONS OF INTEREST:** None
- 19.86 **MINUTES OF THE PREVIOUS MEETING, HELD ON Wednesday, 12th June 2019** were confirmed as a true record and signed by the Chair.
- 19.87 PUBLIC FORUM**
Ref 19.92.1: Brian McKie of Northern Footpath Forum advised that go-ahead on a bridge over the River Welland was imminent which would allow the Forum to seek funding, with about £200k needed. Deeping St James PC had supported preliminary work (£10k) and he invited NPC to offer support once costs had been estimated. Sally Jackson to be the main email contact.
Ref 19.93.b: Mr McKie also reported the hedge at Church View substation not cut. **ACTION- Cllr Spriggs**
Ref 19.91: Lyn Steen, Secretary of the Village Hall Association, had requested that a motion for a VE Day street party be brought to the meeting but commented that her wishes weren't reflected in the proposal under consideration. Her suggestion was that NPC would lead the event, to be held in June 2020, separately from Village Hall events currently being organised for VE Day (8th May) itself.
Ref 19.92.1.a: Jessie Phillips, Treasurer of the Village Hall Association, raised an over high-volume and frequency of football training on the playing field in recent weeks, causing congestion for village hall use (including the evening of this meeting). It was generally agreed that the current situation was unacceptable – Cllr Spinks had already spoken to the Treasurer of the football club (GNFC) and would discuss with him again as usage was much higher than the council had been led to expect. **ACTION – Cllr Spinks**
- 19.88 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS** – None in attendance
- 19.89 REPORTS FROM COUNCILLORS AND CLERK:**
- 89.1 The updated list of resolutions from previous meetings was noted
 - 89.2 Police and crime – no report
 - 89.3 Speedwatch. Cllr Watts confirmed a session date of 18th July with volunteers confirmed
 - 89.4 Traffic Watch (illegal parking etc). It was noted that designated sites were being trialled for monitoring and enforcement, with one being in Glington
 - 89.5 Working parties, external meetings, conferences and training
 - a) Working party dates were confirmed as circulated, apart from those falling on a bank holiday – August's date to move to Tuesday, 27th August, with Finance & Governance attended by all available councillors, at the Village Hall. Start time for General Working Party to be 7.00pm each time, followed by specialist group/committee when held.
 - b) Cllr Dadge reported on Planning Forum held on 3rd July – The Local Plan was about to be



adopted with the next review in about 5 years. Discussions were held about developer contributions and CIL, very significant to some villages but not to Northborough.

- c) No representation at Parish Council Liaison Group held 3rd July..
- d) Cllr Spinks had attended Village Hall Association committed meeting, nothing to report.
- e) Cemetery management training postponed, Cllr Spinks and Clerk to attend on 20 August

19.90 PLANNING

90.1 19/00776/HHFUL. 15 The Pingle, single storey rear infill extension and conversion to part of the existing garage to an annex. Noted, no comment to be submitted.

19.91 VE DAY COMMEMORATION, 8th May 2020 (b/f to run concurrently with 19.87 Public Forum)

A proposal was made to financially support the VE Day celebrations on Friday 8th May 2020, by allocating the Funday reserve to a maximum value of £1,575.00. Further to comment noted at 19.87 and discussion by councillors, it was agreed that NPC would head the project, with a working party of residents Lyn Steen, Margaret Sleet and councillors Dadge, Spinks, Chiva and Milne. First working party meeting to be arranged. Release of the Funday reserve was agreed; Lyn Steen estimated that a further £600 would be required. Additional financial support was agreed in principle, subject to budget adjustments to be considered at the next council meeting.

19.92 VILLAGE AMENITIES AND MAINTENANCE

92.1 Village Hall and Playing Field

- a) Village Hall Association (b/f to run concurrently with 19.87 Public Forum): A planned change of status to Charitable Incorporated Organisation (CIO) was noted. VHA Treasurer Jessie Phillips was invited to outline the issues this raised which primarily affected the lease of land for the Village Hall building. Jessie Phillips to arrange for VHA solicitor Mike Phelps (ACRE) to write to NPC outlining the legal requirements so that NPC can agree instruction of its own at the next meeting. **ACTION - Clerk** to research suitable local legal representation.
- b) Adult Fitness Equipment: Cllr Spinks updated that the installation had been fully inspected and the ground had settled, a one year warranty for installation was confirmed and invoice now paid.
Cllr Milne advised on action taken on safety signage. Sovereign Play Equipment had been approached but their response not helpful. **ACTION - Clerk** to contact Peterborough Engraving for price based on drafted text as circulated.
- c) Swings: To consider expenditure on improving ground surface. Awaiting quote.
- d) Picnic tables: Cllr Milne's proposal and tabled detail of required refurbishment were discussed, with maximum budget of £621.64. It was agreed that the work was necessary but research needed into suitable contractor to carry out the work on site; expenditure agreed in principle subject to best value solution. **ACTION – Clerk** to investigate offenders' service, **Brian Spriggs** to approach council handyman.

92.2 Burial Grounds

- a) Verbal report from Clerk on recent activity. None
- b) Update on churchyard footpath refurbishment (standing item). None

92.3 Other Green Space:

- a) Telephone kiosk – Cllr Spinks' paper about a plan for painting and re-siting was discussed. It was agreed that a defibrillator or community library were options for its use and ideal site would be adjacent to Greens Garage. **ACTION – Cllr Spinks** to approach Margaret Sleet. Questions were raised about requirements for secure fixing. **ACTION – Cllr Spinks** to approach BT for advice.
- b) A query was noted about recent items required under the Grounds Maintenance contract, including hedge cutting at Church View which had been completed. Cllr Spriggs expressed dissatisfaction with lateness of work on the churchyard. **ACTION – Cllr Spriggs** to discuss with the contractor, also hedge adjacent to substation

92.4 Footpaths and Highways

- a) Northern Footpath Forum. Mr McKie's comments (19.87) and the project's future need for



funding support were noted. Councillors agreed to liaise with Sally Jackson.

19.93 CORRESPONDENCE

- 93.1 A verbal complaint about bark chipped surface in children's play area was Noted
- 93.2 An email complaint about overgrowth along footpath from Deeping St James Road to Peakirk Road was noted and the matter had been resolved.
- 93.3 A complaint had been received that the sign on Tindall bridge has been removed, thrown in river and retrieved. City Cllr Peter Hiller had offered to arrange for re-fixing with proper fixings. Councillors agreed to accept the offer. **ACTION - Clerk** to thank Peter Hiller by email.

19.94 FINANCE AND GOVERNANCE

- 94.1 The draft Terms of Reference circulated by Cllr Dadge for the General Purposes Working Party were adopted. **ACTION – Clerk** to publish and use similar format for other working parties and burials committee to be adopted at a later meeting.
- 94.2 Training: Expenditure on Clerk refresher training for clerk of £240 was agreed. It was further agreed to authorise Chair and Vice-Chair to approve bookings for clerk and councillor training between meetings of up to £300.
- 94.3 A proposal for development of a council Facebook page was outlined by Cllr Milne. It was agreed to go ahead, Cllr Milne as champion. **ACTION – Clerk** to research amongst other clerks.
- 94.4 The Financial Report of 30th June 2019 was noted and approved.
- 94.5 Receipt were noted:
 - a) Northborough Community Association: cleaning contract, £355.74
 - b) Unity Trust Bank: Instant Access Account interest, £27.02
- 94.6 Payments since the last meeting were noted:
 - a) Staff Pay and Expenses for June 2019, £1,394.16
 - b) HMRC: Employee NI for May 2019, £25.98 (NIL amount for June)
 - c) Lloyds Bank plc: monthly debit card fee, £3.00
 - d) Unity Trust Bank: Quarterly banking fee, £18.00
- 94.7 Items due for Payment were approved:
 - a) Richard Harding: Grounds Maintenance including playing field for June, £857.50
 - b) Nick Wilson: Heres fencing supply for equipment installation, £240.00

19.95 NEXT MEETING

- 95.1 Items for future consideration
 - a) Car park lighting
 - b) Prioritisation of projects
 - c) Welcome signage for village planters (see minutes of 12th June)
- 95.2 The next Council meeting will be held on **Wednesday 11th September 2019 at 7.00pm**

Meeting closed at 20:50

Signed as a true record of the meeting:  VICE - Chair, 1st September 2019