

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 12th June 2019** from **7.12pm**

19.69 **PRESENT:** Vice Chair Malcolm Spinks, Councillors Steve Milne, Terry Palmer, Emma Watts, Brian Spriggs, Rob Chiva. Chair John Dadge from 7.22pm, taking the Chair from 7.42pm (Item 19.77)

IN ATTENDANCE: Clerk Catherine Franks

19.70 **APOLOGIES FOR ABSENCE:** City Councillor John Holdich

19.71 **CO-OPTION OF NEW MEMBER(S):** No applications were received - item carried forward

19.72 DECLARATIONS

72.1 Clerk confirmed that all Member's Declarations had been signed and would be submitted to the council website and PCC before the next meeting

72.2 No declarations of interest or written requests for dispensations were received.

19.73 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 8th May 2019 were amended with apologies received from Cllr Chiva, confirmed as a correct record and signed by the Vice Chair

19.74 **PUBLIC FORUM:** No members of the public were present

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

19.76 TO RECEIVE REPORTS FROM COUNCILLORS AND CLERK:

76.1 The list of resolutions from previous meetings was updated

76.2 *Follow-up to Annual Village Meeting* held on 18th May 2019 –

- a) It was agreed to invite both Belinda Childs (PCC Home Service Delivery Team) and Jack Hubbard (Finding Fitness Ltd) to speak at the September council meeting.
- b) It was agreed to make a payment of £50 to the Village Hall Association as thanks and contribution to catering costs for the meeting.
- c) It was agreed to offer speed limit bin stickers free-of-charge to residents via the website and noticeboards, as there was little take-up at the meeting.
- d) *Police and crime:* Recent incidents of teenagers setting fires on and around the playing field were noted and had been reported to the Police

76.3 *Speedwatch:* Cllr Chiva reported that the equipment had been returned. Cllr Watts Emma to arrange a session with volunteers.

76.4 *Traffic Watch:* Several illegally parked vehicles had been noted in last few days. **Police had advised to call 101 at the time so that they can attend immediately and enforce.** Frequent poor/dangerous parking in East Road at the shop was noted. It was Agreed to contact Highways about East Road. **ACTION – Clerk**

76.5 *Working parties, external meetings, conferences and training:*

Parish Council Liaison Group -Cllr Dadge confirmed he would attend on 3rd July.

Date of Parish Conference – carried forward to July to decide who attends.

Cllrs Spinks and Spriggs would attend cemetery management training on 20th June.

Clerk to bring request to attend refresher training to next meeting.

19.77 PLANNING

77.1 19/00639/WCPP, 49 Church View: variation to condition C2 (alteration of garden room) of

planning permission 18/00935HHFUL. Noted and agreed no comment required.

19.78 VILLAGE AMENITIES AND MAINTENANCE

78.1 Defibrillators

To receive update on plans for purchase of a 3rd defibrillator. Nothing to report. It was agreed to delay until correct management procedure for existing defibrillators had been confirmed. **ACTION – Malcolm Spinks**

78.2 Village Hall and Playing Field

- a) Notification from Village Hall Association of external noticeboard installation was noted
- b) Adult Fitness Equipment:
 - i) The post-installation report and addition to PCC's weekly inspection schedule were noted. It was agreed to take all actions recommended by the report. **ACTION – Clerk** (Cllr Dadge to provide details of supplier for signage).
 - ii) A verbal report by Cllrs Spinks and Milne of items appearing unstable was noted. PCC had inspected and taped off all equipment items, issue reported to Sovereign. An installer visited and agreed to return to rectify, with date now to be confirmed due to weather conditions. **ACTION – Malcolm Spinks** to progress
- c) It was agreed to grant a request from the Glinton & Northborough Football Club (GNFC) to hold their presentation day on 22nd June. Their risk assessment was noted.
- d) A resident's request to move the goal post at the Claypole Drive /Castle Drive end of the field was noted. It was agreed to pass to GNFC for consideration. **ACTION - Clerk**
- e) It was noted that a bid to PCC Communities Fund for sensory/community garden funding had been unsuccessful. It was agreed to continue to seek funding from elsewhere. **ACTION - Rob Chiva** as lead.

78.3 Burial Grounds

- a) Verbal report from Clerk on recent activity. Nothing to report
- b) Update on churchyard footpath refurbishment (standing item). No further progress
- c) Update on removal of dead tree. Complete

78.4 Other Green Space

- a) Village planters – Cllr Dadge reported that four were in place, one still to complete for Church Street and planned for 15th June. Compliments had been received and were noted.
- b) Silver Birch tree adjacent to the 'village pond' was reported as dead and needing removal. It was agreed to go ahead. **ACTION - Cllr Spriggs** to instruct Richard Harding

78.5 Footpaths and Highways

- a) A resident's enquiry about status of the path alongside Lincoln Road south of the village had been replied to and was noted.
- b) A public footpath creation order for Welland Bridge was noted
- c) A flooding hazard at Lincoln Road close to Old School House was discussed and linked to the adjacent drain previously reported. **ACTION – John Dadge** to report to Internal Drainage Board. A blocked drain near the Pingle and another at entrance to Paradise Lane were also noted

19.79 CORRESPONDENCE

Items received, not covered elsewhere on the agenda:

- 79.1 Email from fitness instructor asking to use the playing field for classes. It was agreed to allow this and similar requests after checks for relevant insurance and with expectation of a contribution towards maintenance costs. **ACTION - Clerk** to draft policy for commercial use of the field.
- 79.2 A consultation document from Northborough Primary School was noted

19.80 FINANCE AND GOVERNANCE

- 80.1 The Internal Auditor's end-of-year report for 201/19 was noted and appointment of Canals Ltd for interim internal audit for mid-term 2019/20 was agreed. Councillors expressed their thanks to the Clerk
- 80.2 Submission of 2018/19 Annual Return to External Auditor, and dates of the period for the exercise of public rights were noted

- 80.3 Terms of Reference for working parties and burials committee carried forward to next meeting. It was agreed to amend timing of working party/committee meetings to 4th Monday of the month
- 80.4 A bank mandate for paying in of cash via the Post Office was approved and signed
- 80.5 The Financial Report to 31st May 2019 was noted, approved and signed.
- 80.6 Monies Received were noted:
- a) Northborough Community Association: cleaning contract, £355.74
 - b) JG Cross: Toms memorial fee, £85.00 (cheque)
- 80.7 Items Paid since the last meeting were noted:
- a) Staff Pay and Expenses for May 2019, £1,655.61
 - b) HMRC: Employee PAYE/NI for May 2019, £ 31.98
 - c) Lloyds Bank plc: monthly debit card fee, £3.00
- 80.8 Items were agreed for Payment:
- a) Richard Harding: Grounds Maintenance including playing field for May, £932.50 (amended from agenda due to additional grass cut and cemetery works)
 - b) CAPALC: Good Councillor, Finance and Employer Guides, £88.00 (b/f from last meeting)
 - c) Sovereign Play Equipment: balance of equipment supply, £9,712.10. Agreement subject to satisfactory rectification work, as inspected by PCC. **ACTION - Clerk** to liaise with PCC
 - d) The Play Inspection Company: post-installation inspection, £354.00
 - e) Canalbs Ltd: end of year internal audit, £201.50
 - f) 23ccc: email and website account changes, £45.00
 - g) Village Hall Association: annual village meeting, £50, see 19.76.2.b

19.81 NEXT MEETING

- 81.1 To note any items for future consideration
- a) Development of council Facebook page/group (lead Cllr Milne)
 - b) Training for councillors and clerk (lead Clerk)
 - c) Work on swings (lead Cllr Spriggs)
 - d) Welcome to Northborough signage for planters (lead Cllr Dadge)
- 81.2 To note date of the next Council meeting, Wednesday 10th July 2019

Meeting closed 21:00

Signed as a true record of the meeting: Chair, 12th June 2019

