

Northborough Parish Council

www.northboroughpc.co.uk

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

clerk@northboroughpc.co.uk 07748 637555

Minutes of a Meeting of Northborough Parish Council

held on Wednesday 13th February 2019 from 7.00pm

- 19.13 **PRESENT:** Chair John Dadge, Vice-Chair Malcolm Spinks, Councillors Annette Remmert, Emma Watts, Rob Chiva, Brian Spriggs, Terry Palmer,
IN ATTENDANCE: Clerk Catherine Franks, 2 residents

19.14 **APOLOGIES FOR ABSENCE:** None

19.15 **DECLARATIONS OF INTEREST AND WRITTEN DISPENSATIONS:** None

19.16 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 9th January 2019 were confirmed as a true record, and signed by Cllr Dadge.

19.17 PUBLIC FORUM

Ref 19.22.1 - Jessie Philips, Treasurer of the Village Hall Committee advised that she had been notified of the Community Fund and would like to work with the parish council to submit an application for the community/sensory garden.

19.22.1 **Peterborough Communities Fund** invitation for applications (item brought forward by agreement):

It was Noted that the closing date for applications was mid-March. **RESOLVED** to submit an application for funding with either Village Hall Committee or Parish Council as lead body, for an amount yet to be determined, by a review of the budget for existing plans for a community garden. It was agreed that Cllr Watts would lead for the parish council, working with Jessie Phillips for the Village Hall Committee and assisted by Cllr Chiva.

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

19.19 REPORTS FROM COUNCILLORS AND CLERK:

19.1 **Update on resolutions from previous meetings.** Carried forward to next meeting.

19.2 **Police and crime.** None.

19.3 **Speedwatch.** None

19.4 **Traffic Watch.** None

19.5 **External meetings, conferences and training:**

- a) **Planning forum** – Cllr Dadge attended on 13th February. A presentation on enforcement action had clarified that all enforcement notifications must be kept in strictest confidence. Members of the public should therefore be signposted to PCC direct about any enforcement issue.
- b) **Police** – No NPC representation at the 30th January meeting, Cllr Remmert emphasised her willingness to attend all police meetings as many are held elsewhere in Cambridgeshire.
- c) **Parish Council Liaison Group** – Apologies given as date clashed with this meeting.

19.20 PLANNING

20.1 **Peterborough Local Plan Examination:** Proposed Main Modifications Consultation – Cllr Dadge reported that there was no substantive change affecting Northborough, no comment.

20.2 **Neighbourhood Plan:** Planned meeting to be rescheduled, no update.

20.3 **18/01526/CTR, 18/01043/CTR, Church Farm:** Response from Tree Officer and decision made on both applications were Noted

20.4 **Tree removal in the conservation area:** Cllr Dadge reported representation received from a resident concerned at recent permissions. He proposed a standard form of words, making clear

- that the council only condoned removal of trees for sound reasons and replacement planting was expected. **RESOLVED** to use wording as proposed, in response to each application.
- 20.5 **19/00177/CTR, 20 Church Street:** 1 x Willow Tree and 1 x Poplar Tree- reduce by approx 3-4m (to previous points) in front garden, 3 x Conifers- reduce by approx 2-3m in the rear garden. Noted – comment to be submitted as agreed at 19.20.4. **ACTION - Clerk**
- 20.6 **19/00210/CTR, 15 Church Street:** Remove roadside hedge by 25m replace with Beech. Noted – comment to be submitted as agreed at 19.20.4. **ACTION - Clerk**

19.21 VILLAGE AMENITIES AND MAINTENANCE

21.1 Defibrillators

- a) **East Road defibrillator.** Cllr Spinks reported that the defibrillator had been deployed and follow-up action had exposed serious issues with the council's process for bringing the equipment back into use after an event. Work was ongoing to clarify the process with the manufacturer and obtain replacement pads so that this defibrillator could be made ready again.
- Cllr Chiva reminded councillors that a 3rd defibrillator had been planned for the village and he had received email agreement from Northborough School head to install equipment on the front wall of the school. Greens Garage had also offered to accept a defibrillator and cabinet. **ACTION - Rob Chiva** to forward the email to the Clerk. **ACTION – Malcom Spinks and Clerk** to investigate potential suppliers. - C/F to March or April
- b) **Maintenance of defibrillators.** Cllr Spinks agreed to take on responsibility.
- c) The purchase of Heartsine 360P event data transfer cable was Agreed.

21.2 Village Hall and Playing Field

- a) **Lighting:** It was Agreed to delay any installation of lighting until options investigated properly. It was further Agreed to install a conduit below the new roadway surface for future installation of electrical supply.
- b) **Car park resurfacing:** It was noted that four companies had been approached and only one quote received. **RESOLVED** to accept Option 1 as quoted, being new surface to main parking area and roadway past the front of the Village Hall, with addition of a conduit for electrical cable as above. **ACTION – Clerk** to inform relevant organisations and residents and obtain statutory statements from contractor.
- c) **Gym Equipment:** The successful application for funding by National Lottery Awards for All was noted and Village Hall Treasurer Jessie Phillips was thanked for her writing of the bid. Cllr Watts reported on a meeting with Sovereign Equipment about any additional items and insurance required. Expenditure would be required on some items necessary for installation. A proposal with quote and plan to be brought to the next meeting. It was Agreed to have installation complete before the Annual Villages Meeting if possible.
- d) **Grass cutting:** A proposal to award the contract for playing field grass cutting to the council's existing grounds maintenance contractor was discussed. The proposal included a doubling of the number of cuts with improved quality of work, neither were possible under the current PCC contract. **RESOLVED** to award the contract to Richard Harding and explore opportunities to recharge some of the additional cost to playing field users.
- e) **Village Hall:** A report of the committee meeting was noted as circulated by Cllr Spinks.
- f) **Claypole Drive property boundary:** Permission given for temporary vehicle access from the playing field to rear of a property was Noted.

21.3 Burial Grounds

- a) A verbal report from Clerk on recent activity was Noted. Early stages of a project to improve burial record keeping had been initiated.
- b) No further update on churchyard footpath refurbishment as waiting for diocese approval.
- c) Email correspondence from Revd Mark-Aaron about church wall and surroundings was Noted with no further action required.

21.4 Other Green Space

- a) **Village entry point planters**
- i) To note application for CLF funding made via Cllrs Hiller and Holdich. Item missed and carried forward.

- ii) To consider a proposal for expenditure on this project. No proposal circulated. **ACTION – John Dadge** to provide to Clerk for circulation prior to next meeting. Carried forward.
- b) Village sign – Cllr Spinks reported that the sign was now stripped and drying ready for repainting. It was Agreed to reimburse expenditure of up to £200 on painting materials.

21.5 Footpaths and Highways

Bin day – PCC had been requested to make sure bins were left tidily after emptying but it was Noted that the issue had recurred.

19.22 CORRESPONDENCE

- 22.1 Peterborough Communities Fund invitation for applications (Item moved forward, see above)
- 22.2 CAPALC: local elections campaign and Communities Framework survey
- 22.3 Northborough & Glington Football Club: Treasurer had informed the council about possible parking problems on 9th February due to weather conditions. It was Noted that despite some difficult individuals the arrangements had minimised any issues.

19.23 FINANCE

- 23.1 The Financial Report for the year to 31st January 2019 was Approved and signed.
- 23.2 The final precept and grant demand made for 2019/20 was Noted, resulting in a lower than budgeted increase in the precept due to PCC calculation methods.
- 23.3 Monies Received were noted.
 - a) HMRC: VAT refund, £4,168.00
 - b) Unity Trust Bank: Instant Access Account interest, £15.19
 - c) Transfer from TSB Bank to Unity Trust Instant Access Account, £11,537.00
 - d) Village Hall Association: cleaning staff contract for January, £339.27
 - e) J G Cross Memorial Masons: memorial fee, Harris, £50.00
 - f) National Lottery Community Fund: gym equipment funding, £9,974.00
 - g) Northborough Shop & Post Office: contribution to fence, £125.00
- 23.4 Items Paid in accordance with Financial Regulations since the last meeting were Noted:
 - a) Staff Pay and Expenses for January 2019, £1,476.31
 - b) HMRC: PAYE/NI for January 2019, £5.60
 - c) Capital Door Stripping: additional cost of sign stripping, £40.00
 - d) Robin Morrison: reimburse Microsoft 365 annual licence, £113.76
 - e) Wordadd Ltd: annual software security licence with special offer, £20.00
 - f) Unity Trust Bank: Current account quarterly fee, £18.00
- 23.5 Items due for Payment were Approved:
 - a) Richard Harding: Grounds Maintenance for January, £482.50
 - b) Scribe 2000 Ltd: accounting software licence to March 2020, £308.40
 - c) Catherine Franks: Reimburse defibrillator data transfer cable, £50.10
 - d) LCPAS: cemetery management training workshop, £45.00

19.24 NEXT MEETING

- 24.1 Items to be included at a future meeting were noted:
 - a) Plans for a 3rd defibrillator (ref 19.21.1.a)
 - b) Car park lighting options (ref 19.21.2.a)
 - c) Proposal for gym equipment (ref 19.21.2.c)
 - d) Proposal and funding for village entry point planters (ref 19.21.4.a)
- 24.2 To note date of the next meeting, Wednesday 13th March 2019

Meeting closed at 20:13.

Signed as a true record of the meeting:



Chair, 13th March 2019