

Northborough Parish Council

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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 March 2019 from 7.00pm

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

IN ATTENDANCE: Clerk Catherine Franks, 5 members of public

19.26 **APOLOGIES FOR ABSENCE:** None

19.27 **DECLARATIONS OF INTEREST:** Cllr Chiva declared a potential interest in item 32.1, as a neighbour to the land in question

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

19.29 PUBLIC FORUM

Ref Item 32.1: Colin Smith, as owner of the land between Church View and Church Street (known as Lakeside), explained that he still wished to develop the land but a covenant and potential cost of ransom strips made a small development uneconomic. The background was discussed, being previous applications that had been rejected as unsuitable. Mr Smith was seeking the council's support prior to approaching the planning authority. The Chair clarified the parish council could only comment as part of the consultation on an actual application but that Mr Smith could request a pre-application planning enquiry and engage with the community before submitting his application, as recommended by the Government. Some further discussion was held about the background to previous applications.

ACTION - Clerk to send relevant PCC Planning Portal link to Mr Smith. Mr Smith left the meeting (at 7.12pm)

Ref Items 33.2.e and f: Jessie Phillips, Treasurer, expressed Northborough Community Association's unwillingness to make a bid against the Community Fund based on the figures previously calculated by the council and relying heavily on volunteer involvement. Cllr Chiva responded and there was some discussion, including comment from Association Chair Linda Smith and Secretary Lyn Steen.

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

19.31 REPORTS FROM COUNCILLORS AND CLERK:

31.1 *Resolutions from previous meetings.* Updated Action Planner was noted.

31.2 *Police and crime.* None

31.3 *Speedwatch.* Cllr Watts reported that Glinton PC were reluctant to liaise over equipment-sharing. Cllr Chiva offered to assist with liaison and exchange of equipment to ensure a Speedwatch session in April or May.

31.4 *Traffic Watch.* None

31.5 *External meetings, conferences and training* – Cllr Palmer to attend Police Commissioners Panel on 20th March Panel. Clerk reported on recent cemetery management training (at Minute 19.33.3)

19.32 PLANNING

32.1 *Potential development:* See Minute 19.29. No further discussion held.

32.2 *Neighbourhood Plan:* Cllrs Dadge and Chiva – confirmed their intention to meet before the next meeting. Item carried forward

32.3 *19/00198/LBC, 1 Church Street:* Internal alterations. No comment for submission

19.33 VILLAGE AMENITIES AND MAINTENANCE

Northborough Parish Council

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33.1 Defibrillators

- a) Update on defibrillator management.

Councillors thanked Lyn Steen who had liaised with the manufacturer. Cllr Spinks and Clerk to continue action to investigate suppliers for a 3rd unit. Councillors discussed options for siting of the unit. Lyn Steen agreed to continue discussions with Dennis Spriggs about his old phone box and where it might be placed

33.2 Village Hall and Playing Field

- a) Lighting: Cllr Remmert reported on one quote received and some options. She agreed to investigate other suppliers and bring a proposal to the next meeting.

ACTION – Annette Remmert

- b) Car park resurfacing: An update from Cllr Spinks and the Clerk was noted, including approval of additional expenditure between meetings by the Chair and Vice-Chair in accordance with Financial Regulation 1.35, for installation of a conduit for electrical cabling. Councillors expressed their satisfaction with the work undertaken. Cllr Remmert offered to approach her supplier for white-lining, including disabled space(s). Any separate disabled bay to be considered at a later date. **ACTION – Annette Remmert**
- c) Football Club: Council noted a contribution of £600 negotiated with the club towards grass-cutting costs. It was noted that the club's request to install a larger storage unit had previously been granted and that the club had decided to delay this for the time being.
- d) Gym Equipment: A proposal for the purchase of gym equipment, funded by the Big Lottery Fund up to £9,974 plus additional costs necessary for installation of up to £900, was proposed by Cllr Watts, seconded by Cllr Spinks and Agreed. Cllr Watts commented that the additional costs were as quoted by the equipment supplier. Cllr Remmert agreed to arrange separate supply of heres fencing which would reduce the installation cost considerably. Clerk to check installation dates with supplier and liaise with Cllr Remmert. **ACTION – Annette Remmert and Clerk.**
- e) Community/sensory garden: No update other than that relating to Communities Fund bid.
- f) Peterborough Communities Fund: It was confirmed that Northborough Community Association was leading the village's bid, with full support from the council, in accordance with Minute 19.22.1 (February 2019). Further to the Public Forum discussion, it was noted that revised costs fell within the bid criteria.

33.3 Burial Grounds

- a) Clerk updated on recent activity including training attended. She highlighted the need to review cemetery rules and fees; Cllr Dadge commented on work he had carried out on this previously. **ACTION – John Dadge and Clerk** with intention for completion by late summer
- b) There was no further update on churchyard footpath refurbishment. It was noted that a faculty from the Diocese was still outstanding and agreed to retain this as a standing agenda item until resolved.

33.4 Other Green Space

- a) Village entry point planters
- i) It was noted that £500 had been received from Cllrs Hiller and Holdich CLF Fund allocation. **ACTION – John Dadge to thank Peter Hiller**
- ii) A proposal by Cllr Dadge to install planters was Agreed as circulated. **ACTION – John Dadge to lead project, Clerk to inform PCC Highways**
- b) Village sign – no further update. Cllrs Spinks and Chiva to continue refurbishment.

33.5 Footpaths and Highways

19.34 CORRESPONDENCE RECEIVED

- 34.1 *Complaint (letter) from resident of Castle Drive about speeding on Lincoln Road and requesting a pedestrian crossing.* The resident's concerns were noted and it was Agreed to endorse the request for a pedestrian crossing on Lincoln Road. The reply would note that the matter is the responsibility of PCC Highways and that the council intended to run a Speedwatch session in April or May. **ACTION – Clerk**
- 34.2 *Email from Falls Prevention Service at Healthy Peterborough, offering services to prevent falls amongst older people.* Noted. It was Agreed to promote the service. **ACTION - Clerk**

19.35 FINANCE and GOVERNANCE

- 35.1 *Banking authorisation arrangements.* Clerk raised a concern that the same two councillors always authorised online payments. Some councillors expressed difficulty in registering log in details and were provided with information on how to resolve the issue.
- 35.2 The final *External Auditors report for 2017/18* was Noted.
- 35.3 The appointment of CANALBS Ltd as *2018/19 internal auditor* was Noted.
- 35.4 *A cost of living rise for staff salaries* from 1st April 2019, including compliance with National Living Wage rate, was Noted.
- 35.5 *Elections:* A briefing from the Clerk was Noted and expenditure of up to £200 on publicity to encourage nominations for the forthcoming Parish Council election was Agreed.
- 35.6 *Annual Village Meeting:* Planned arrangements and planning responsibilities were discussed. It was agreed to use the same format as in 2018 with the same invitees. Other invitees including contact details to be sent to Clerk. **ACTION - All**
- 35.7 The *Financial Report* for the year to 28th February 2019 was Approved and signed.
- 35.8 *Monies Received* were Noted
- a) Peterborough City Council: CLF funding, £500.00
 - b) Central England Co-op: Fees for Charman, £1,150 (cheque)
 - c) Village Hall Committee: cleaning contract £339.27
 - d) Mrs J M Toms: interment fee, £150.00 (cheque)
- 35.9 *Items Paid* since the last meeting were Noted:
- a) Staff Pay and Expenses for February 2019, £1,900.99
 - b) HMRC: PAYE/Ni for February 2019, £44.54
 - c) Defibrillator data cable, additional cost of £11.88 for delivery, paid by Clerk and reimbursed under a) above.
- 35.10 *Items for Payment* were Approved except where indicated:
- a) Catherine Franks: reimburse data protection registration fee, £40.00
 - b) Richard Harding: Grounds Maintenance for February, £482.50
 - c) PKF Littlejohn: External auditor fee for 2017/18 review, £240.00
 - d) 23ccc: Web hosting 1.3.19 to 29.2.20, £168.00
 - e) Village Advertiser (A&M Print Ltd): election adverts, £282.00. Removed, see Minute 19.35.5
 - f) D Watt Roadways Ltd: car park surfacing and cable conduit, £12,660.
 - g) Transfer from Instant Access Account to Current Account, £15,000
 - h) Anglian Water Business Ltd: Cemetery water bill, £13.19
 - i) Viridor Waste Management Ltd: waste removal, £140.46

19.36 NEXT MEETING

- 36.1 Matters for future consideration, as noted above, also:
Bin stickers – Noted a need for 20mph and 30mph. **ACTION - John Dadge.**
- 36.2 The next meeting will be held on **Wednesday 10th April 2019.**

The Meeting closed at 8.20pm

Signed as a true record of the meeting:  Chair, 10th April 2019