

Northborough Parish Council

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DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

Minutes of a Meeting of Northborough Parish Council
held on **Wednesday 9th October 2019** from **7.00pm**

19.110 **PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Steve Milne, Emma Watts, Brian Spriggs, Rob Chiva

IN ATTENDANCE: Clerk Catherine Franks, 2 public (residents Margaret Sleet and PC Tom Hughes)

19.111 **APOLOGIES FOR ABSENCE:** None

19.112 **PUBLIC FORUM** (brought forward on agenda by the Chair)

Chair welcomed PC Tom Hughes who had recently joined Cambridgeshire Constabulary and attended to discuss relevant local projects he could assist with as part of his police qualification. He had identified a need for assistance with speeding and illegal parking and councillors agreed that parking issues in Church Street should be his priority See *Minute 19.121.4 Footpaths & Highways*. Ref *Minute 19.119 Christmas Celebrations*: Margaret Sleet asked councillors to note that neither she nor Lyn Steen (nor Cllr Spinks) would be able to assist on the proposed date of 7th December and recommended Sunday 1st December as an alternative. Discussion brought forward on agenda, see Minute 19.119 for details

19.113 **COUNCILLOR VACANCIES:**

No applications had been received and three vacancies remaining were noted

19.114 **DECLARATIONS OF INTEREST:** None

19.115 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 11th September 2019 were confirmed as a true record and signed by the Chair

19.116 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.** None in attendance

19.117 **REPORTS FROM COUNCILLORS AND CLERK:**

117.1 List of resolutions from previous meetings was confirmed as up-to-date with one amendment

117.2 Police and crime. Discussion was held about recent anti-social behaviour, also illegal drug use in Northborough and other villages. PC Hughes reported that perpetrators had been identified. He advised calling 999 for any incident in progress, 101 at other times.

117.3 Speedwatch. Cllr Watts updated on sessions to be held every Wednesday in October. A successful first session has been completed with the team working well and a team confirmed for the next session.

117.4 Traffic Watch (illegal parking etc). Discussion held with PC Hughes' involvement.

117.5 Working parties, external meetings, conferences and training:

a) Peterborough Parish Conference: Date (12th November) and agenda were noted, Cllr Dadge to attend

b) Cambridgeshire ACRE Local Councils Conference: Date (8th November) and agenda were noted. No attendance planned

c) Clerk reported on a recent CAPALC clerks training course.

19.118 PLANNING

118.1 Local List of Heritage Assets – Comment submitted by Cllr Chiva was noted.

- 118.2 19/01179/LBC and 19/01398/HHFUL: 10 Church Street – Proposed extension to rear, and other works (brought forward from previous meeting). Cllr Chiva outlined and the plans were considered, with comment agreed for submission. **ACTION - Clerk**
- 118.3 19/01482/CTR: 52 Church Street – various tree works. Agreed no comment required as the work appeared to be good management

19.119 CHRISTMAS CELEBRATIONS

A proposal by Cllr Dadge for erection of a Christmas tree, lights and a lighting ceremony was agreed with the amendment of date to Sunday 7th December. Cllr Spriggs outlined tree pricing which fell within the proposed budget. Agreed to purchase a 22' tree with delivery by Saturday 30th November latest and to follow Lyn Steen's proposed work schedule for project. **ACTION – Brian Spriggs, Lyn Steen and Margaret Sleet.**

19.120 VE DAY STREET PARTY

No update received on plans for the event. **ACTION – Clerk** to check with Lyn Steen

19.121 VILLAGE AMENITIES AND MAINTENANCE

121.1 Village Hall and Playing Field

- a) Cllr Spriggs update that work had been booked to improve ground surface beneath the swings.
- b) Picnic table refurbishment. No update on progress.
- c) Recent damage to the Mobilus equipment was noted and had been reported to PCC for safety inspection and a request to repair on behalf of the council.

121.2 Burial Grounds

- a) Draft minutes and actions agreed by the recent Burials Committee meeting were noted. The Chair thanked Margaret Sleet for agreeing to be a member of the committee.
- b) Expenditure on a new cemetery noticeboard as proposed by Cllr Dadge was agreed for inclusion in the 2020/21 budget
- c) Clerk reported on three interments in recent and coming weeks.
- d) Cllr Chiva updated councillors on a meeting with churchwardens about the church footpath. A proposal would be brought to the next meeting. **ACTION - Rob Chiva**

121.3 Other Green Space

- a) Telephone kiosk no update on painting and re-siting. Carried forward to next meeting
- b) Church View. Cllr Peter Hiller had reported a resident's complaint about the laurel hedge adjacent to the Church View substation. Clerk updated that this was the responsibility of PCC and she had provided Cllr Hiller with photos for follow-up.

121.4 Footpaths and Highways

- a) Correspondence from a resident about yellow lines on Church Street. Lengthy discussion was held at Minute 19.112, including options of parking being restricted except during school drop-off and pick-up times, improved communication and difficulties of enforcement. PC Hughes to discuss with the school and may be able to achieve greater police presence. Agreed that council could act as facilitator between the various parties. **ACTION – Clerk** to request a meeting with the appropriate Highways Officer

19.122 CORRESPONDENCE

- 122.1 Email from Cambridgeshire Climate Emergency previously circulated was Noted
- 122.2 Review of polling districts by Peterborough City Council previously circulated was Noted
- 122.3 A request to install a memorial seat on the playing field was Agreed in principle, **ACTION - Clerk** to discuss with enquirer and bring proposal to next meeting
- 122.4 An email from a resident praising the contractor's work on Church View was Noted and had been passed on.

19.123 FINANCE AND GOVERNANCE

- 123.1 A list of items for inclusion in 2020/21 Budget was discussed. Clerk to prepare Budget and Precept proposal for the next meeting.

- 123.2 Financial Report of 30th September 2019 was approved and signed
- 123.3 Cllr Milne updated on development of a Facebook page
- 123.4 The proposed purchase of a suitable printer/scanner for the Clerk's use was Agreed.
- 123.5 The proposed purchase of a new edition 'Yellow Book' Charles Baker Local Council Administration was Agreed.
- 123.6 Monies Received were noted:
- a) Peterborough City Council: precept and grants 2nd instalment, £17,539.50
 - b) Northborough Community Association: cleaning contract, September 2019, £355.74
 - c) E Baker: burial deed renewal, £40.00 (cheque)
 - d) Unity Trust Bank: deposit account quarterly interest, £27.34
 - e) TJ Carlton: burial deed and interment fees, £1,000.00 (cheque)
- 123.7 Items Paid since the last meeting were noted:
- a) Staff Pay and Expenses for September 2019, £1,479.55
 - b) HMRC: Employee/Employer NI for September 2019, £0.58 (carry forward)
 - c) Lloyds Bank plc: monthly debit card fee September, October £3.00 each
 - d) Unity Trust Bank: current account quarterly fee, £18.00
- 123.8 Items due for Payment were approved:
- a) Richard Harding: Grounds Maintenance including playing field for September, £782.50
 - b) Anglian Water Business: cemetery water charges, June to September, £13.48
 - c) David Reed: grave-digging of ashes plot recharged via TJ Carlton, £100.00
 - d) Viridor: Waste removal, September 2019, £43.18

19.124 NEXT MEETING

- 124.1 Items for consideration at a future meeting:
- a) Confirmation of budget and precept demand for 2020/21
 - b) Presentation by Northern Footpath Forum (November)
 - c) Proposal for refurbishment of churchyard footpath
 - d) Requests for recycling banks and street furniture
 - e) Refurbishment of cemetery footpaths
 - f) Renewal of grounds maintenance contracts and transfer of verge cutting from PCC
- 124.2 The next Council meeting will be held on **Wednesday 13th November 2019 at 7.00pm**

Meeting closed 20:30