

Northborough Parish Council

www.northboroughpc.co.uk

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Minutes of a Meeting of Northborough Parish Council

held on **Wednesday 10th June 2020** from 7.05pm

held by video link in accordance with Section 78 of the Coronavirus Act 2020

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

- 20.76 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Cllrs Robert Chiva, David Aldwinckle
IN ATTENDANCE: Clerk Catherine Franks, One member of public
- 20.77 APOLOGIES FOR ABSENCE were received and accepted from: Councillors Brian Spriggs, Elaine Mann
- 20.78 COUNCILLOR VACANCIES:
No applications received were received for the outstanding vacancy; carried forward
The resignation of Cllr Emma Watts was noted with regret and councillors asked the Clerk to convey their thanks to Mrs Watts. A casual vacancy will be advertised.
- 20.79 No DECLARATIONS of interest were made
- 20.80 MINUTES OF THE PREVIOUS MEETING, HELD ON Wednesday, 13th May 2020 were Proposed by Cllr Spinks, Seconded by Cllr Aldwinckle and Confirmed as a true record. To be signed by the Chair at a future date.
- 20.81 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS. None in attendance
- 20.82 PUBLIC FORUM
Ref 85.2.d – A member of the public was in attendance to comment having reported to Peterborough City Council (PCC) a concern over balls frequently being kicked over her boundary fence from the playing field and bad language. She commented that she was happy that young people were using the field but the position of the permanent goalpost be moved caused problems and she had requested it be moved. Vice Chair responded that he had spoken to the football club who use the posts for training. They reported that the posts were concreted in but they would look at getting all removed on the Council's request. Resident left at this point 19:15 and Chair noted her presence was appreciated
- 20.83 PLANNING
Planning applications:
20/00472/HHFUL: 34 Lincoln Road, outcome of the planning decision (refused) was Noted.
20/00470/HHFUL: 8 Castle Drive, outcome of the planning decision (permitted) was Noted.
- 20.84 CORONAVIRUS EMERGENCY
- 84.1 Clerk reported no further relevant legislation had been passed but advice now being received to help with planning for 're-opening'. Cllr Aldwinckle raised a query about safety of playground and gym equipment on re-opening; Clerk to check procedures with PCC.
- 84.2 Clerk updated on Northborough Volunteer Network activity, which had been minimal with few recent requests. She commented that contact from Peterborough Community Hub was better than previously and information had been requested on how much support the Hub was providing to Northborough residents. Shielded residents had received offers of assistance from Hub.

20.85 VILLAGE AMENITIES AND MAINTENANCE

85.1 Burial Grounds

- a) Clerk reported recent cemetery activity: three interments booked for the next few weeks. A fallen headstone reported previously had now been advised to the family. It was noted that some memorials had subsided, this to be discussed at Burials Committee and survey undertaken. An outstanding enquiry about an existing burial plot had been investigated fully and Clerk was attempting to contact the enquirer with a response.
- b) Planned refurbishment of the churchyard path. Cllr Chiva reported that permanent edging had been factored into the designs, with timber to be used for earth retention. He confirmed that the plans provided to the Clerk were suitable for a new faculty application. Clerk was authorised to request the Parochial Church Council (PChC) to submit a new application and to contact contractors for quotes. **ACTION - Clerk.**
- c) An urgent request for maintenance in the churchyard adjacent to the boundary with 11 Church Street and a quote received for the work were considered. Chair and Vice Chair had inspected the problem. Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED to instruct Richard Harding Landscaping to carry out the work during July. **ACTION - Clerk** to give notice to PChC via Polly Beasley
- d) Refurbishment of cemetery footpaths, as agreed necessary by the Burials Committee, Minute BC19.6.d was Proposed by Cllr Chiva, Seconded by Cllr Spinks and RESOLVED to accept a quote from Richard Harding Landscaping.

85.2 Green Space including playing field and verges

- a) Recent damage to trees on the playing field to the rear of 27 Claypole Drive (extensive removal of branches in a professional manner) had been reported to the Police online, crime number CRI/35/20LQ/162020. Agreed to ask all residents overlooking the field to be vigilant and report incidents of anti-social behaviour (see 85.2.d) and suspected criminal damage to the police. It was noted that the PCC enforcement team would increase their patrols.
ACTION - Clerk
- b) John Clare Countryside Nature Recovery Plan (JCC NNP). Cllr Chiva reported on a recent meeting for parishes about JCC NNP and his proposal to involve Northborough Parish, following the Council's own decision to develop a wildflower, tree-planting and street furniture strategy (Minute 19.157.3). Comment was made about challenges given the nature of the parish and it was noted that the call was for volunteers, with very little financial commitment from councils. 1) To make a Statement of Intent to take part in the Plan, Proposed by Cllr Chiva, Seconded by Cllr Dadge and RESOLVED; 2) To initiate mapping as first stage of the project, Proposed by Cllr Chiva, Seconded by Cllr Dadge and RESOLVED. It was noted that an action group of volunteers was needed. Cllr Aldwinckle made practical suggestions. **ACTION – Cllr Chiva** to liaise with **Clerk** for set up of initial trial period of Parish Online and for promotion to attract volunteers
- c) A report on picnic table refurbishment from former Cllr Steve Milne was discussed. Chair outlined tasks required and suggested the 'garden area' next to the Village Hall as position for the first refurbished table. All recommendations Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED. **ACTION – Cllr Dadge** to liaise with Steve Milne over recovery of completed table, **ACTION – Cllr Spinks** to liaise with Village Hall, **ACTION – Cllr Dadge** to lead a working party.
- d) Emergency addition to agenda– A report had been received from PCC Enforcement Team in response to a complaint about anti-social behaviour on the playing field in relation to the permanent goalpost. It was requested this be removed. Cllr Aldwinckle suggested relocating rather than removing the post, given the need to promote exercise. Chair recommended erection of a sign asking field users to be considerate.
Relocation of post following consultation with Glinton & Northborough Football Club (GNFC) and Ordering of a sign were Proposed by Cllr Spinks, Seconded by Cllr Aldwinckle and RESOLVED. **ACTION – Clerk** to consult with GNFC, **ACTION – Cllr Aldwinckle** to draft text and **Clerk** to order new sign.

85.3 Footpaths and Highways

Chair reported an elder tree obstructing path and hazard sign near Northborough Manor was believed to be on resident's property and it was Agreed that Vice Chair would ask the resident to remove it in accordance with PCC Tree Officer approval already received. Another tree close by was identified and it was further Agreed to request an inspection. **ACTION – Cllr Dadge** to update PCC Tree Officer and request a site visit.

85.4 Village Hall.

Clerk updated that plans to review the Village Hall lease had been delayed due to Covid-19 related workload (ref Minute 20.37.1). Hunt & Coombs Solicitors had now been instructed.

20.86 FINANCE AND GOVERNANCE

86.1 A proposal for a review of the parish council website in order to meet WCAG 2.1 AA web accessibility guidelines had been circulated, with three options of supplier. It was Proposed by Cllr Aldwinckle, Seconded by Cllr Dadge and RESOLVED to instruct Eyelid Design and Cloud Next as a combined solution to design and hosting. It was further Proposed by Cllr Dadge, Seconded by Cllr Chiva and RESOLVED to adopt a .gov.uk domain as part of the review. Vice Chair asked to relinquish responsibility for updating the website and Cllr Aldwinckle agreed to support the Clerk with this work.

86.2 It was noted that confusion over advice about new regulations introduced under the Coronavirus Act 2020 had led to the Annual Public (Village) Meeting being cancelled incorrectly. It was Agreed to hold the meeting on Saturday 10th October, starting at 10.00am in the Village Hall if possible, or other format if the Village Hall were still closed. **ACTION – Clerk** to book Village Hall

86.3 Forthcoming councillor training booked for Cllrs Aldwinckle, Curtis and Mann was Noted

86.4 A proposal by Cllr Dadge was considered and seconded by Cllr Aldwinckle, to make a donation to the Village Tribune to support its loss of income due to the Coronavirus crisis. Cllr Chiva counter-proposed a revised amount, seconded by Cllr Spinks. After discussion, it was Proposed by Cllr Dadge, Seconded by Cllr Chiva and RESOLVED to make a donation of £300. Clerk confirmed that the Council had the power to do this, under the Local Government Act, Section 137.

86.5 Approval of receipts and payments according to the attached schedule was Proposed by Cllr Spinks, Seconded by Cllr Aldwinckle and RESOLVED

20.87 REPORTS FROM COUNCILLORS AND CLERK:

87.1 Update on resolutions from previous meetings: Plans to install a 3rd defibrillator to be revisited at the Council's meeting in September, following an enquiry by the School Head.

87.2 Reports from councillors on portfolio of responsibilities and projects not elsewhere on the agenda, None. Clerk advised of need to review the portfolio in the light of councillor resignations and co-option. **ACTION – Clerk** to draft article for next edition of Village Tribune following resignation of Cllr Watts.

87.3 External meetings, conferences and training. Reports received:

- a) Mini Video conference for Peterborough Parishes held on 15th May. Clerk attended, meeting concentrated on volunteering and the work of Peterborough Community Hub. Communication links between the Hub and parish councils were opened and made clearer
- b) SLCC Branch meeting – 15th May. Clerk attended, discussion on changes introduced by the Coronavirus Act 2020, and specifically over whether annual meetings had to be held.
- c) John Clare Countryside Parish meeting – 18th May. Cllr Chiva attended, See Minute 85.2.b.

20.88 CORRESPONDENCE RECEIVED:

88.1 Facebook comment about maintenance of hedge adjacent to Church View and school footpath – reported by resident to Anglian Water, and confirmed the work is now complete

20.89 NEXT MEETING

The next meeting of the Council will be held on Wednesday 8th July 2020 at 7.00pm

A meeting of the Burials Committee will be held on Monday 22nd June at 7.30pm

Meeting closed at 20:52

Schedule of Receipts and Payments (20.86.5):

Receipts:

- a) J G Cross: memorial fee, £90.00

Payments made since the last meeting:

- b) Staff Pay and Expenses for May 2020, £1,617.63
- c) HMRC: Employee/Employer NI for May 2020 £18.45
- d) NEST: Employee/employer pension contribution May 2020, £60.62 (direct debit)
- e) Lloyds Bank plc: monthly debit card fee for June 2020, £3.00 (auto card)
- f) HP Print: ink subscription for printer, £7.99 (auto card)
- g) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- h) Takepayments: annual PCI compliance charge, £42.00 (direct debit)
- i) Barclaycard: monthly card receipts account charge, £5.81 (direct debit)

Payments to be authorised:

- j) Richard Harding: Grounds Maintenance churchyard, cemetery etc, May 2020, £482.50.
- k) Richard Harding: Grass cutting playing field, May 2020, £200.00
- l) Richard Harding: Grass cutting verges, May 2020, £300.00
- m) Viridor Waste Management: Waste removal May 2020, £44.90
- n) CAPALC: Councillor training x 3, £225.00
- o) 23ccc Ltd: New email set-up, £30.00