

Northborough Parish Council

www.northborough-pc.gov.uk

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

clerk@northborough-pc.gov.uk 07748 637555

Minutes of a Meeting of Northborough Parish Council held on

Wednesday 11th November 2020 starting at 7.03pm

Held by video link using Zoom, in accordance with regulations issued under Section 78 of the Coronavirus Act 2020.

20.133 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Stewart Curtis, Elaine Mann, David Aldwinckle, Robert Chiva

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Councillor Brian Spriggs, medical reasons

20.134 **DECLARATIONS:** No declarations of interest were made.

20.135 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 14th October 2020 were Proposed by Cllr Curtis, Seconded by Cllr Mann, Confirmed as a true record and signed by the Chair.

20.136 **PUBLIC FORUM:** No members of public in attendance

20.137 **COUNCILLOR VACANCIES:** No applications received

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

20.139 **PLANNING:** No applications to be considered.

20.140 **GOVERNANCE:**

140.1 Coronavirus emergency:

- a) Clerk reported on impact of recent lockdown 2.0 legislation which potentially affected council business but due to measures already taken the only impact was to re-close the outdoor gym equipment.
- b) Possible ways of liaising with healthcare services to identify levels of Covid-19 cases in the parish were discussed at length and it was agreed the most effective way to share up-to-date and accurate information was to create a link to PCC coronavirus web pages. **ACTION – Clerk**
- c) A new procedure/risk assessment to enable necessary council activities during restrictions was Proposed by Cllr Mann, Seconded by Cllr Aldwinckle and **RESOLVED**.
- d) The forthcoming erection of the Christmas tree, including revised distribution of gifts was Proposed by Cllr Chiva, Seconded by Cllr Curtis and **RESOLVED** as an exceptional activity under the procedure. Cllr Dadge was confirmed as co-ordinator.

140.2 Delegated powers: it was agreed that no change was required to the existing delegated powers in order to facilitate low-level, time-sensitive expenditure between meetings.

140.3 Recent decisions made between meetings under delegated powers were Noted:

- a) Expenditure of up to £50 on stationery and prizes for the Pumpkin Trail, using powers under section 137 of the Local Authorities Act 1972. It was agreed to report on the event on the website. **ACTION – Cllr Aldwinckle** to provide text to the Clerk.
- b) Expenditure of up to £300 on fencing to close off the outdoor gym equipment as required by central Government under new lockdown restrictions.

140.4 Annual Accounts and Governance Return (AGAR): The conclusion of audit and publication of public notice on the website were Noted.

20.141 **VILLAGE AMENITIES AND MAINTENANCE:**



141.1 Burial Grounds

- a) Capital works: The award of a faculty by the Diocese was Noted as the only remaining barrier to refurbishment of the churchyard footpath, with the contractor in place to start work in January. It was also noted that St Andrew's Church had been placed on the At Risk Register. Council to consider at the next meeting options to protect funding if the Diocese continues to delay. The revised cemetery footpath refurbishment was Noted as being underway.
- b) Remedial work to headstones in cemetery: Expenditure as quoted by J G Cross Stonemasons was Proposed by Cllr Spinks, Seconded by Cllr Mann and RESOLVED.

141.2 Green Space including playing field and verges

- a) Trees inspection: Clerk reported that the PCC surveyor would visit next week as part of inspection of all trees in the Ward. Chair to accompany the Northborough visit.
 - b) A recent request from the owner Amo La Pizza to operate a weekly takeaway service in the car park and permission given erroneously by the Village Hall Bookings Officer were Noted. Chair commented that the council had been taken by surprise by the news and used delegated powers to permit the activity for the first weekend (7th November). Councillors further Noted that the service seemed well organised with good lighting and many customers walking rather than using cars. No issues were raised by Cromwell Close residents or the council's groundstaff. Concerns were raised however about the risk of precedent for commercial enterprise in the car park and competition for other providers in the village. Discussion resulted in the following agreement:
 - i) Permission to be given to Amo La Pizza to trade, for a time limited period, being the current period of lockdown only. Proposed by Cllr Dadge, Seconded by Cllr Curtis and RESOLVED.
 - ii) A Licence fee of £20 per day/evening to be charged. Proposed by Cllr Dadge, Seconded by Cllr Mann and RESOLVED.
 - iii) Any future applications to be considered on their merits at the time and at a council meeting only. Proposed by Cllr Dadge, Seconded by Cllr Curtis and RESOLVED.
- ACTION – Clerk** to communicate with Amo La Pizza

141.3 Footpaths and Highways: No business

141.4 Village Hall: No business

141.5 Assets & Amenities: Chair advised councillors that he had started a photo record of seats around village to identify those needing attention.

20.142 FINANCE:

- 142.1 The Finance Report dated 31st October 2020 was Proposed by Cllr Spinks, Seconded by Cllr Aldwinckle and Approved.
- 142.2 The budget for the year 2021/22 was presented by the Clerk, Proposed by Cllr Mann, Seconded by Cllr Curtis and RESOLVED with no amendments to the draft considered at the previous meeting.
- 142.3 The proposed precept for the year 2021/22 was presented by the Clerk. Cllr Aldwinckle Proposed a delay until the next meeting in order to consider options to ensure funding wasn't lost for the churchyard footpath. Seconded by Cllr Mann and RESOLVED. **ACTION - Clerk** to investigate options.
- 142.4 The Schedule of receipts and payments was Proposed by Cllr Spinks, Seconded by Cllr Curtis and RESOLVED. Late payment of October salaries and the need for signatory councillors to log onto the bank to authorise payments as soon as possible were Noted.

20.143 In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the next item of business it was RESOLVED to exclude the Press and Public from the meeting.

20.144 STAFF MATTERS: The Clerk's recent performance appraisal was Noted. The annual review of salary was Proposed by Cllr Spinks, Seconded by Cllr Chiva and RESOLVED.

20.145 It was RESOLVED to re-admit the Press and Public to the Meeting.

20.146 REPORTS FROM COUNCILLORS AND CLERK:

- 146.1 Reports from councillors on portfolio of responsibilities and actions outstanding were received. It was agreed to develop a list of volunteering opportunities presented by the various council projects

currently in hand. **ACTION – Cllr Dadge.**

146.2 External meetings, conferences and training – to note upcoming dates and receive reports

- a) Parish liaison forum, 16th November. No report due to non-attendance.
- b) Forthcoming dates. None noted.

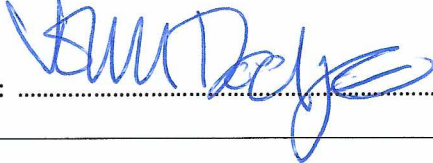
20.147 CORRESPONDENCE RECEIVED:

- 147.1 An email from a resident with complaint about dog fouling on her property was Noted. Chair had visited the resident. The purchase of 10 dog fouling signs at a cost of up to £100 was Proposed by Cllr Dadge, Seconded by Cllr Curtis and RESOLVED.
- 147.2 An email from a resident querying whether a foodbank was available in the village was Noted. Discussion confirmed that foodbanks were provided by voluntary agencies, the nearest being in Market Deeping and Peterborough.
- 147.3 A query from a resident about ivy encroaching his fence from the playing field boundary was being responded to by the Chair.
- 147.4 An email from a resident enquiring about grants was Noted and had been answered by the Clerk with reference to the Woodland Trust.
- 147.5 An email from a resident and a verbal complaint about overflowing dog refuse bins were Noted. Vice Chair had reported all bins being full online to PCC and to Cllr Hiller who advised that these were normally emptied each Wednesday. Cllr Curtis commented that Northborough appeared to have more dog refuse bins than most villages. **ACTION - Councillors** to monitor and report as necessary.

20.148 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 9th December 2020

Meeting closed at 20:55

Approved as a true record of the meeting:  Chair, 9th December 2020

Schedule of Receipts and Payments (20.142.4)

Receipts:

- a) Northborough Community Association: cleaning contract, October 2020, £377.84

Payments:

- b) Staff Pay and Expenses for October 2020, £1,727.29 (paid)
- c) HMRC: Employee/Employer NI for October 2020 £48.20 (paid)
- d) NEST: Employee/employer pension contribution October 2020, £69.03 (direct debit)
- e) Lloyds Bank plc: monthly debit card fee, £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) Barclaycard: monthly card receipts scheme fee, £5.81, October (direct debit)
- i) Richard Harding: Grounds Maintenance churchyard, cemetery etc, October 2020, £482.50.
- j) Richard Harding: Grass cutting playing field, October 2020, £200.00
- k) Richard Harding: Grass cutting verges, October 2020, £250.00 (incl agreed credit)
- l) Viridor Waste Management: Waste removal October 2020, £44.90
- m) PKF Littlejohn LLP: External audit, limited assurance review year ended 31.3.2020, £240.00
- n) Amazon UK: Magnets for new cemetery noticeboard, £15.98 (card)
- o) John Dadge: reimbursement for cemetery fence painting materials, £60.24
- p) Richard Harding: Removal of ivy from structures in the churchyard (Minute 20.85.1.c), £200.00
- q) Richard Harding: Security fencing for gym equipment (Covid-19) (Minute 20.140.3.b), £300.00
- r) John Dadge: reimbursement for village planter materials, £14.96