

Northborough Parish Council

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Minutes of a Meeting of Northborough Parish Council

held on **Wednesday 13th May 2020** from 7.00pm

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

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

- 20.62 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Elaine Mann, David Aldwinckle, Rob Chiva (from 19:11 with apologies due to technical difficulties)
IN ATTENDANCE: Clerk Catherine Franks, Members of Public Churchwarden Polly Beasley, Stewart Curtis
- 20.63 APOLOGIES FOR ABSENCE: Received and accepted from Cllr Brian Spriggs, Ward Cllr John Holdich OBE
- 20.64 COUNCILLOR VACANCIES:
Stewart Curtis expressed his wish to apply for co-option. Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED unanimously. Mr Curtis was duly co-opted and a separate date set for signing of his declaration of office. Councillors joined the Chair in welcoming Cllr Curtis.
It was noted that one further vacancy remained.
- 20.65 No DECLARATIONS of Interest were made
- 20.66 MINUTES OF THE PREVIOUS MEETING, HELD ON Wednesday, 22nd April 2020 were Proposed by Cllr Mann, Seconded by Cllr Aldwinckle and Confirmed as a true record. To be signed by the Chair at a future date.
- 20.67 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS
- 20.68 PUBLIC FORUM
Ref 20.71.1.a – Chair invited Polly Beasley to comment on correspondence received from the Diocese about the faculty application to refurbish the churchyard footpath. All discussion on this item took place at this point in the meeting. It was noted that there was no comment made by the Diocese on the plans submitted but a recommendation had been made for a resin-bound path with steel edging, which had been a surprise given the care taken to check, in advance of the application, that the proposed hoggins materials would be acceptable. It was noted that the existing plans would have to be reviewed. Cllr Spinks queried a previous concern by the Parochial Church Council about the safety of steel edging, **ACTION – Clerk** to approach Chelveston parish for photos of the work carried out there, as noted by the Diocese as a good example. **ACTION - Cllr Chiva** to review existing plans ready to approach potential contractors. Polly Beasley left the meeting after this item.
- 20.69 PLANNING - None
- 20.70 CORONAVIRUS EMERGENCY
70.1 It was noted that there had been no further relevant legislation since the last meeting
70.2 Councillors received an update on the Northborough Volunteer Network:

- a) Cllr Mann advised that some help had been provided, and grateful feedback received for setting up the network. One resident had commented that he wouldn't have found vital help otherwise.
- b) Clerk advised that a card payment facility was now in place so that residents could safely reimburse the cost of shopping etc incurred by volunteers

20.71 VILLAGE AMENITIES AND MAINTENANCE

71.1 Burial Grounds

- a) Correspondence forwarded from the Diocese was noted as Minuted in 20.68 above.
- b) Clerk updated:
 - i) A headstone had fallen (safely) on one of the older graves. An attempt would be made to inform the family, who are responsible for the memorial's maintenance
 - ii) An Anglian Water engineer would be attending to replace the water meter
- c) Cllr Mann advised that a resident had raised a concern about the proximity of a recent burial to her reserved plot. Clerk confirmed she had dealt with this previously, and Cllr Mann agreed to invite the resident to contact the Clerk if not satisfied with the original outcome.

71.2 Green Space including playing field and verges

- a) It was noted that Peterborough City Council's contractor had incorrectly carried out a cut to the parish verges during April – this should have been carried out by Richard Harding Landscaping under its contract with the parish council. Clerk had now liaised with PCC's Contract Manager to ensure this didn't happen again. It was Proposed by Cllr Spinks, Seconded by Cllr Watts and RESOLVED to:
 - i) Pay Richard Harding Landscaping the monthly charge as specified under the contract.
 - ii) Require Richard Harding Landscaping to apply a credit to the parish council's account to be used against future adhoc work as identified during the 2020/21 financial year.

71.3 Footpaths and Highways

- a) The purchase of surface marker paint to reduce dog fouling was Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED; product purchased prior to meeting.
- b) Cllr Dadge updated on his report to the last meeting on work carried out to reduce on Lincoln Road close to Paradise Lane flooding. A hole had now been dug as a soakaway. It was noted that it needed to be made safer. **ACTION – Clerk** to contact PCC to resolve

71.4 Village Hall. A further update on the effect of lockdown on the council's cleaning staff was noted.

20.72 FINANCE AND GOVERNANCE

- 72.1 Clerk asked councillors to note a requirement to meet web accessibility regulations by September 2020 and presented a quote for the work from the council's existing supplier, 23ccc Ltd. Cllr Spinks queried the requirement to comply as stated. Clerk was unable to access the relevant legislation during the meeting so to clarify afterwards. **ACTION - Clerk and Cllr Aldwinckle** to work on a specification and approach alternative suppliers, bringing a proposal to the next meeting.
- 72.2 Renewal of the council's insurance policy with Pen (AXA) via Came & Co to 31st May 2021 was Proposed by Cllr Spinks, Seconded by Cllr Watts and RESOLVED
- 72.3 Approval of the schedule of regular payments delegated for payment between meetings was Proposed by Cllr Mann, Seconded by Cllr Watts and RESOLVED.
- 72.4 Approval of receipts and payments according to the attached schedule was Proposed by Cllr Watts, Seconded by Cllr Mann and RESOLVED

20.73 REPORTS FROM COUNCILLORS AND CLERK:

- 73.1 Update on resolutions from previous meetings - None
- 73.2 Reports from councillors on portfolio of responsibilities and projects - None
- 73.3 External meetings, conferences and training. upcoming dates were Noted:
 - a) Mini Video conference for Peterborough Parishes, 15th May. Clerk to attend as Chair not available
 - b) John Clare Countryside Parish Meeting, 18th May. Cllr Chiva to attend

20.74 CORRESPONDENCE RECEIVED:

Invitation to attend John Clare Countryside Parish Meeting to discuss habitat. Noted, see 73.3.b

20.75 NEXT MEETING

Date of the next Council meeting was confirmed as Wednesday, 10th June 2020, to be held by video link

Meeting closed 20:00

Schedule of Receipts and Payments (20.72.4):

Receipts: None

Payments made since the last meeting:

- a) Staff Pay and Expenses for April 2020, £1,755.50
- b) HMRC: Employee/Employer NI for April 2020 £53.15, plus September 2019, £0.58 (carried forward) – Not yet paid
- c) NEST: Employee/employer pension contribution April 2020, £70.44 (direct debit)
- d) Lloyds Bank plc: monthly debit card fees for May 2020, £3.00
- e) C Franks, for Zoom Video Comms: monthly subscription for video meetings, £14.39
- f) HP Print: ink subscription for printer, £7.99 (auto card)
- g) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- h) Meon UK: Surface marker paint, £69.96

Payments to be authorised:

- i) Came & Co: Insurance cover 1st June 2020 to 31st May 2021, £635.85
- j) Richard Harding: Grounds Maintenance churchyard, cemetery etc, April 2020, £482.50.
- k) Richard Harding: Grass cutting playing field, April 2020, £200.00
- l) Richard Harding: Grass cutting verges, April 2020, £300.00
- m) Viridor Waste Management: Waste removal April 2020, £43.18
- n) 23ccc Ltd: Email support March/April 2020, £90.00
- o) Dropbox Inc: annual subscription for document cloud storage, £95.89 (auto card)