

Northborough Parish Council

www.northboroughpc.co.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 14th October 2020** starting at **7.10pm**

by video link in accordance with regulations issued under Section 78 of the Coronavirus Act 2020

20.119 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Elaine Mann, Stewart Curtis, David Aldwinckle, Robert Chiva from 19:40 (item 127.2.b)

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: None

20.120 **DECLARATIONS:** There were no declarations of interest in items on the agenda.

20.121 **MINUTES of the PREVIOUS MEETING**, held on Wednesday, 9th September 2020 were Proposed by Cllr Curtis, Seconded by Cllr Mann, CONFIRMED as a true record and signed by the Chair.

20.122 **PUBLIC FORUM:** No members of public in attendance.

20.123 **COUNCILLOR VACANCIES:** No applications received.

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

20.125 **PLANNING:**

125.1 [20/01092/FUL](#): Land adjacent to 4A Church Farm Mews, proposed 1½ storey, 3 bed dwelling. Cllr Dadge summarised drafted comment following study of the plans by himself and Cllr Chiva. It was noted that the application proposed nothing exceptional about design but there were historical concerns about the impact of the overall development on access and refuse collection. It was Proposed by Cllr Dadge not to object to the application but raise concerns over access and bin storage. Seconded by Cllr Curtis and RESOLVED. **ACTION – Clerk** to submit comment as drafted and photos to be provided by Cllr Dadge.

125.2 [20/01094/HHFUL](#): 40 Church Street, single storey rear extension and new garage, to consider proposed comments. Cllr Dadge summarised, Cllr Chiva had circulated some short comment. No submission proposed.

125.3 [20/01196/CTR](#): The Priory, Church Street, work to Acacia, Sycamore and Yews. No comments proposed.

20.126 **GOVERNANCE:**

126.1 *Coronavirus pandemic*: Clerk reported on introduction of QR codes, which were not required for the council's facilities as they are outdoors. NALC guidelines advise continuation of virtual meetings.

20.127 **VILLAGE AMENITIES AND MAINTENANCE:**

127.1 *Burial Grounds*

- a) Chair reported on the recent Burials Committee meeting, held on 28th September.
- b) Churchyard footpath: Clerk updated on recent communication with both PChC and the Diocese on the faculty application. Clerk was instructed to convey the council's agreement to any colour preferred by the Diocese in order to gain progress for the next council meeting.
- c) Cemetery footpaths: An amended specification had been agreed by the Burials Committee. It was Proposed by Cllr Spinks, Seconded by Cllr Dadge and RESOLVED to accept the revised quote of £4,422.50 provided by Richard Harding Landscaping.

- d) Emails from the Churchwarden and neighbouring resident to thank the council for removal of ivy from the churchyard, were Noted. Vice Chair confirmed an excellent job had been carried out.

127.2 *Green Space including playing field and verges*

- a) A Proposal by Cllr Chiva for wildflower planting was Seconded by Cllr Spinks and RESOLVED.
- b) A revised proposal for refurbishment of the playing field picnic tables was considered, with comment from Cllr Dadge that no costs had yet been received from the supplier. He estimated £300 per table, Proposed expenditure of up to £1,500, which was Seconded by Cllr Curtis and RESOLVED.
- c) Clerk reported on progress with a requested playing field trees inspection which had been chased several times with PCC. Cllr Chiva commented on a tree survey carried out by the council NPC 7-8 years ago and subsequent information showing that trees on the playing field were the responsibility of PCC. **ACTION – Cllr Chiva** to provide reports to help Clerk with chasing.

127.3 *Footpaths and Highways*

A Proposal by Cllr Spinks to investigate erection of a second footbridge across the dyke to the north of the playing field was considered with comment from Cllr Spinks on its background. Chair offered to facilitate discussions with the PROW and speak to Stilton Parish Council which had erected a similar new footbridge. Seconded by Cllr Dadge and RESOLVED.

127.4 *Village Hall – No business to transact*

127.5 *Assets & Amenities*

- a) Litter bins: a costed proposal was made by Cllr Aldwinckle, Seconded by Cllr Mann and RESOLVED.
- b) Village Planters: It was Proposed by Cllr Dadge to spend £125 on winter planting and to seek quotes for an ongoing maintenance contract. Seconded by Cllr Curtis and RESOLVED. **ACTION – Cllr Mann** to approach B&G Plants

20.128 **EVENTS:** Revised plans for Christmas celebration were Proposed by Cllr Dadge, Seconded by Cllr Mann and RESOLVED. It was agreed to erect a tree with lights as usual, on the weekend of 28th/29th November but to suspend any gathering. **ACTION – Cllr Spriggs** to make arrangements. Chair had liaised with former councillors Lyn Steen and Margaret Sleet who were hopeful that Father Christmas may still make a surprise visit to the village.....

20.129 **FINANCE:**

- 129.1 The Finance Report dated 30th September 2020 was Approved and signed by the Chair.
- 129.2 A draft of the proposed budget for the year 2021/22 was presented by the Clerk and discussed.
- 129.3 Expenditure of £120.00 on training for councillors and clerk, £120.00 was Noted and Approved.
- 129.4 Approval of receipts and payments according to the attached schedule was Proposed by Cllr Aldwinckle, Seconded by Cllr Mann and RESOLVED.

20.130 **REPORTS FROM COUNCILLORS AND CLERK:**

- 130.1 Reports from councillors on portfolio of responsibilities and actions outstanding. Cllrs Dadge, Aldwinckle and Mann updated on progress with current projects. Councillors discussed the need for volunteers to help with the wildflower planting and other projects, and Cllr Aldwinckle outlined thoughts around a strategic way of engaging volunteers longer-term. Cllr Mann advised that the Good Neighbour Scheme had been supporting some residents, which may explain low take-up of help offered by Northborough's own volunteer network.
- 130.2 External meetings, conferences and training.
 - a) Parish liaison forum – Chair gave a verbal report on the meeting held 26th September which focused on changes to planning legislation; a presentation from the meeting had been circulated.
 - b) Forthcoming dates – Parish liaison forum – 16th October, Cllr Mann planned to attend.

20.131 **CORRESPONDENCE RECEIVED:**

- 131.1 Email from School Head advising of trespass incidents and requesting joint working with the council to improve security of the school site out-of-hours, was Noted. It was agreed to set up a meeting between the Head, Chair and Cllr Chiva. **ACTION – Clerk** to initiate
- 131.2 Emails from a resident were Noted and Clerk asked to respond accordingly:
 - a) Speeding on Church Street. Councillors agreed this was an issue in several parts of the village and

- Cllr Chiva advised that a decision had been made previously to set up Speedwatch as a deterrent. Sessions would resume with lighter evenings in the spring, subject to having enough volunteers.
- b) Condition of footpath from Northborough to Glinton. A request for improvement had been made by the resident to Cllr Hiller; it was noted that as this was a Highways issue, the parish council was unable to comment on any progress and the resident should be referred to PCC.

20.132 The **NEXT MEETING** of the Council will be held on **Wednesday 11th November 2020** at 7.00pm

Meeting closed at 20:45

Approved as a true record of the meeting:  Chair, 11th November 2020

Abbreviations used in the Minutes:

NALC – National Association of Local Councils

PCC – Peterborough City Council

PChC – Parochial Church Council of St Andrews, Northborough

PROW – Public Rights of Way Officer

Schedule of Receipts and Payments (20.129.4)

Receipts:

- a) Northborough Community Association: cleaning contract, August 2020, £377.84
- b) Peterborough City Council: precept and grants, 2nd instalment, £19,655.00
- c) Smith: burial fees, £150.00
- d) The Memorial Craftsman Ltd: memorial fees, £210.00
- e) Northborough Community Association: cleaning contract, September 2020, £377.84

Payments:

- f) Staff Pay and Expenses for September 2020, £1,612.15 (paid)
- g) HMRC: Employee/Employer NI for September 2020 £17.87
- h) NEST: Employee/employer pension contribution September 2020, £60.46 (direct debit)
- i) Lloyds Bank plc: monthly debit card fee, £3.00 (auto card)
- j) HP Print: ink subscription for printer, £7.99 (auto card)
- k) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- l) Barclaycard: monthly card receipts scheme fee, £5.81, September (direct debit)
- m) Richard Harding: Grounds Maintenance churchyard, cemetery etc, September 2020, £482.50.
- n) Richard Harding: Grass cutting playing field, September 2020, £200.00
- o) Richard Harding: Grass cutting verges, September 2020, £250.00 (incl agreed credit)
- p) Richard Harding: Removal of ivy from yew tree as quoted. 200.00
- q) Viridor Waste Management: Waste removal September 2020, underpayment for June, £89.80
- r) Parish Online: annual subscription, £108.00 (ref Minute 20.99.2.d)
- s) Malcolm Spinks: expenses ref Minute 20.113.2.b, £26.00 (paid)
- t) Hunt & Coombs: payment on account for review of Village Hall lease, £500.00
- u) Unity Trust Bank: quarterly banking fee, £18.00 (paid)
- v) CAPALC: training courses, £120.00