

Northborough Parish Council

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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 9th December 2020 starting at **7.00pm**

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

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

IN ATTENDANCE: Clerk Catherine Franks, One member of public (Mark Malcolm)

APOLOGIES FOR ABSENCE: Councillors Brian Spriggs (Covid-19 restrictions), Stewart Curtis (medical)

20.150 **DECLARATIONS:** Cllr Dadge declared an interest in Item 20.155.1 as the applicant.

20.151 **MINUTES OF PREVIOUS MEETING,** held on Wednesday, 11th November 2020 were Proposed by Cllr Spinks, Seconded by Cllr Mann, Confirmed as a true record and signed by the Chair

20.152 **PUBLIC FORUM:**

Ref Item 20.155.1 - John Dadge outlined the proposed work to his property and asked councillors to note a previous application for an extension of similar size and pre-application work carried out with the planning authority's Conservation Officer.

20.153 **COUNCILLOR VACANCIES:**

Resident Mark Malcolm had submitted an application and spoke about his background and residency in the parish. Mr Malcolm was Proposed by Cllr Dadge, Seconded by Cllr Chiva and duly co-opted to the council. Councillors welcomed him as a member with immediate effect.

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

20.155 **PLANNING:**

155.1 Cllr Dadge handed the Chair to Cllr Spinks and left the meeting at 19:17.

20/01425/HHFUL and 20/01426/LBC: 46 Church Street. The application was discussed, Cllr Chiva advised that he had clarified some points with the applicant. It was agreed to submit no comment on the application. Cllr Dadge returned at 19:20 and resumed the Chair.

155.2 20/01546/HHFUL: 34 Lincoln Road. Councillors noted comment from Cllr Chiva. It was agreed to raise no objection but to ask the planning authority to take into consideration the potential noise/disturbance caused to neighbours by the move of parking to the bottom of the garden from the front as at present.

155.3 20/01479/HHFUL: 2 Church Mews. Councillors noted comments circulated by Cllr Dadge and raised no objections. An observation was made that if other properties proposed boundary fences the design should be similar. It was agreed to ask the planning authority to be mindful of a need for the applicant to maintain the bund strip and ensure no encroachment on the public footpath.

155.4 20/01601/HHFUL: 3 Castle Drive. Councillors noted comments made by Cllr Dadge. It was agreed to make no submission.

20.156 **GOVERNANCE:**

156.1 Councillors discussed papers on:

a) Future website development. Submitted and outlined by Cllr Aldwinckle

b) Encouraging volunteer support for council projects. Submitted and outlined by Cllr Dadge.

It was agreed that a working group would develop a volunteer engagement strategy for a list of

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projects to include website content development and management in consultation with the Clerk as needed; relevant proposals to be brought to a future meeting. **ACTION – Cllr Aldwinckle** to develop website proposal. **ACTION – Cllr Dadge** to circulate a proforma for councillors to complete with detail of volunteer opportunities for each of their projects.

156.2 The dates of council and committee meetings for 2021 were Noted. **ACTION – Clerk** to publish.

156.3 No relevant impact to note, of changes in coronavirus guidance and legislation.

156.4 The use of delegated powers to undertake fault finding and service for the Clerk's laptop was Noted.

156.5 An application by Amo La Pizza to trade in the Cromwell Close car park on 19th December was considered and Approved. Councillors commented that the service was well managed and provided a useful service to the village during Covid-19 restrictions.

20.157 VILLAGE AMENITIES AND MAINTENANCE:

157.1 Burial Grounds:

- a) Cllrs Dadge and Spinks reported on the Burials Committee meeting held on 23rd November 2020, commenting on plans to carry out work on the cemetery gates.
- b) Capital works: It was noted that:
 - i) The new cemetery noticeboard had arrived and would be erected by councillors and volunteers on 13th December.
 - ii) Cemetery footpath refurbishment was still in progress, delayed by availability of materials. Councillors noted that the geogrid provided a much improved, stable surface.
 - iii) Churchyard footpath. Consultation was open, with a further form to be completed for the Diocese. Chair to discuss with the Diocesan Registrar.
- c) Clerk presented a paper outlining options to secure the funds budgeted for the churchyard footpath in case the delay be extended past the 2020/21 year end. Following questions, option 1, that the council's existing council funds should shoulder the burden of risk, rather than the raising of additional precept, was proposed by Cllr Aldwinckle, Seconded by Cllr Spinks and RESOLVED.

157.2 Green Space including playing field and verges

- a) Chair reported on a trees inspection carried out by PCC's Tree Surveyor. This was supplemented by an informative report from the Surveyor on the trees on the playing field. Inspection was carried out on all public trees in parish, with remedial work to be carried out in due course - for health and safety reasons only - in accordance with PCC's Trees and Woodland Strategy.

157.3 Footpaths and Highways. No business.

157.4 **Village Hall:** Expenditure of £199 on an Energy Performance Certificate as required the lease review was Proposed by Cllr Dadge, Seconded by Cllr Chiva and RESOLVED.

157.5 Assets & Amenities:

- a) A quote for winter planting of the Village Planters and it was Noted there was no quote for ongoing maintenance. It was suggested that NPC continue the work using volunteers and no proposal was made to accept the quote; **ACTION – Cllr Mann** to advise the supplier. Chair thanked Cllr Mann for obtaining the quote.
- b) Cllr Mann outlined her recommendation of supplier of an external community defibrillator to be installed at Greens Garage. Aero Healthcare, total expenditure of £1,402.68 was Proposed by Cllr Mann, Seconded by Cllr Chiva and RESOLVED.
- c) A motion for memorial benches was outlined and Proposed by Cllr Dadge, Seconded by Cllr Mann and RESOLVED. **ACTION – Clerk** to contact enquirer.

20.158 FINANCE:

158.1 The Finance Report dated 30th November 2020 was Noted and Approved.

158.2 Further to approval of the budget (Minute 20.142.2) and consideration of options for burials grounds funding (Minute 20.157.1.c), a total precept for the year 2021/22 of £45,310.00, representing a 0% change on 2020/21, was Proposed by Cllr Aldwinckle, Seconded by Cllr Mann and RESOLVED.

158.3 The setting up of Standing Orders for staff basic salaries was Proposed by Cllr Dadge, Seconded by Cllr Aldwinckle and RESOLVED.

158.4 Authorisation of Receipts and Payments according to the attached schedule were Proposed by Cllr Mann, Seconded by Cllr Spinks and RESOLVED.

20.159 REPORTS FROM COUNCILLORS AND CLERK:

159.1 Reports were received from councillors on portfolio of responsibilities and actions outstanding:

- Chair formally thanked those involved in the council's Christmas activities, particularly Lyn Steen, Margaret Sleet and others for their efforts with a successful event.
- Chair reported on a meeting held with the Head of Northborough School, about the possibility of establishing Neighbourhood Watch (NW) activity. Research showed that four areas already in place in the parish but not covering Church View or Church Street. It was Agreed that Chair would write, jointly with the School Head, to households surrounding the school site asking them to consider setting up/joining a NW scheme. **ACTION – Cllr Dudge** to draft letter and send to Clerk for sign off and copying, also draft signs for the noticeboards.
- The School Head had again offered to host a new defibrillator. It was Noted that there was some merit in having it at the school but that Greens Garage was preferable and it was Agreed not to review the decision made previously (Minute 113.5.b).
- Cllr Chiva updated on the John Clare Nature Recovery Plan – five sections had been set up ready for printing – to be purchased by the Clerk under delegated powers using the council credit card.

159.2 Report from Clerk on items not covered elsewhere on the agenda. None.

159.3 External meetings, conferences and training.

- a) *Parish liaison forum* – Chair reported on the meeting held on 20th November and would contact other Parish Councils active with volunteering.
- b) *Police and Crime Panel* – Cllr Aldwinckle reported on the meeting held on 2nd December. He advised that it was very strategic with little of relevance to the council.
- c) *Forthcoming dates* – Parish liaison forum, 18th December 2020

20.160 CORRESPONDENCE RECEIVED and NOTED:

160.1 Chair of the Board of Governors of Northborough School seeking to recruit more Governors.

160.2 Enquiry about social housing available in and around Northborough for a disabled person.

160.3 Request for yellow lines to deter parking at the bottom of Church View.

160.4 An email from resident Sue Garford was raised by Cllr Spinks. This referred to the offer from a local farmer to tour the village with a Santa float in the absence the Deepings Lions float due to Tier restrictions. This would take place on 18 December and use the Car Park as a base. Councillors commented that this was a welcome alternative.

20.161 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 13th January 2021.

Meeting closed 21:03

Approved as a true record of the meeting  Chair, 13th January 2021

Schedule of Receipts and Payments (20.158.4)

Receipts:

- a) Northborough Community Association: cleaning contract, November 2020, £377.84
- b) Weston: trading licence fee, £40.00

Payments:

- c) Staff Pay and Expenses for November 2020, £1,818.41 (paid)
- d) HMRC: Employee/Employer NI for November 2020 £21.84 (paid)
- e) NEST: Employee/employer pension contribution November 2020, £61.58 (direct debit)
- f) Lloyds Bank plc: monthly debit card fee, £3.00 (auto card)
- g) HP Print: ink subscription for printer, £7.99 (auto card)
- h) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- i) Barclaycard: monthly card receipts scheme fee, £5.81, November (direct debit)
- j) Richard Harding: Grounds Maintenance churchyard, cemetery etc, November 2020, £482.50.
- k) Richard Harding: Grass cutting playing field, November 2020, £200.00
- l) Richard Harding: Grass cutting verges, November 2020, £250.00 (incl agreed credit)
- m) Viridor Waste Management: Waste removal November 2020, £44.90
- n) David Aldwinckle: reimburse pumpkin trail expenses, payable to Louise Evans, £19.99 (Minute 20.143.3)
- o) ACR Computers: computer diagnostics and service, £65.00 (paid by card)
- p) Anglian Water Business: cemetery water supply Sep-Dec 2020, £13.24