

Northborough Parish Council

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

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Minutes of a Meeting of Northborough Parish Council held on
Wednesday 8th September 2021 from 7.00pm, at Northborough Village Hall,

21.101 **MEMBERS PRESENT:** Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Robert Chiva, Mark Malcolm, Graham Fowkes, Tracy Thomas

IN ATTENDANCE: Clerk Catherine Franks, one member of public

APOLOGIES FOR ABSENCE: Chair John Dadge

21.102 **PUBLIC FORUM:**

Karen Cooper, representing Northborough Community Association, requested that previous Minutes be amended to refer to reimbursement of the cost of extended CCTV, rather than "grant". Clerk advised that the relevant proposal agreed by council had referred to a grant.

21.103 **DECLARATIONS:** A declaration of interest was declared by Cllr Thomas in Items 21.110.3 and 21.110.4 in her role as Chair of the Jubilee Street Party working group and of On the Edge WI respectively.

21.104 **MINUTES OF THE PREVIOUS MEETING,** HELD ON Wednesday, 14th July 2021 could not be confirmed as a true record and were carried forward pending advice from the Chair, as he had held the discussions with NCA with regard to CCTV.

21.105 **COUNCILLOR VACANCIES:** No applications for co-option were received; two vacancies were carried forward.

21.106 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS.** None

21.107 **PLANNING,** one planning application was considered:

107.1 21/01340/CTR: 1 Church Street, tree works in the conservation area. No comments.

The outcome of one recent planning application was noted:

107.2 21/00564/HHFUL: 63 Lincoln Road, Outbuilding for tractor/machinery storage, Refused.

Member of public left after this item, at 19:12

21.108 **GOVERNANCE:**

108.1 A new *Risk Management Policy* was Proposed by Cllr Chiva, Seconded by Cllr Thomas and ADOPTED. It was RESOLVED on the same vote to approve expenditure for items identified as necessary in the policy schedule, up to a maximum of £500.

108.2 A new *Reserves Policy* was Proposed by Cllr Thomas, Seconded by Cllr Chiva and ADOPTED, with values to be agreed as part of the 2022/23 budget process.

108.3 A proposal for *freelance administrative support* to the Clerk was discussed with questions answered with regard to workload, hours and pay rate. Proposed by Cllr Malcolm, Seconded by Cllr Chiva and RESOLVED, with a formal letter of appointment to be issued to the selected freelancer.

108.4 *Purchase(s) made under Delegated Powers* since the last meeting were Noted:

a) For cemetery footpath refurbishment, part payment for further materials: gravel grids, weed matting and gravel, £750.00.

b) For removal of dumped garden waste behind village hall, £50.00. It was Agreed that a letter be sent to residents with boundaries to the playing field advising that dumping of waste would be treated as fly-tipping. **ACTION – Clerk.**

108.5 The sale of the council's waste services supplier Viridor Waste Management Ltd to Biffa Waste Services Ltd, effective 1st August 2021 was Noted.

21.109 VILLAGE AMENITIES AND MAINTENANCE:

- 109.1 *Burial Grounds*: Clerk advised that refurbishment of the cemetery footpaths was now progressing quickly, following a long delay due to lack of availability of materials.
- 109.2 *Village Hall*: A request by Northborough Community Association to install slabs and new fencing at the rear of the Hall was discussed, with queries about raised about public liability and maintenance responsibility, also appropriateness of the materials to be used. Councillors agreed to defer a decision pending a response to these queries from NCA and advice on implications for the Village Hall lease currently under review.
- 109.3 *Playing field*:
- a) A quarterly play inspection report provided (printed copy) by PCC along with recommendations for repairs was Noted and discussed. It was noted that a play surface, fencing and hinge joints were identified as needing attention.
 - b) It was Proposed by Cllr Chiva, Seconded by Cllr Malcolm and RESOLVED to authorise the Clerk to seek quotes to address the most urgent issues raised by the inspection report.
- In addition:
- c) Cllr Fowkes agreed to carry out an inspection of other council assets and bring recommendations to a future meeting. **ACTION – Graham Fowkes**
 - d) Cllr Fowkes advised on a need for replacement plants for the village planters and agreed to purchase these. **ACTION – Graham Fowkes**

21.110 COMMUNITY:

- 110.1 Cllr Thomas outlined the background to a proposal to promote the *Friends Against Scams initiative*. Proposed by Cllr Chiva, Seconded by Cllr Malcolm and RESOLVED.
- 110.2 *Photo competition*: Cllr Thomas outlined work carried out to date to arrange the competition and implications of terms and conditions were discussed. **ACTION – Clerk** to seek advice. It was now planned to run the competition in Spring/Summer 2022.
- 110.3 A proposal to fund a *street party for the Queen's Platinum Jubilee* was discussed and Cllr Thomas answered questions in her role as Chair of the organising group but took no part in the debate. Proposed by Cllr Chiva, Seconded by Cllr Spriggs and RESOLVED, with a requirement for regular budget updates as outlined in the proposal and that prizes be donated rather taken from the funding.
- 110.4 An *application for a grant from On The Edge WI* for a Scarecrow Trail event was discussed and Cllr Thomas answered questions in her role as Chair of On The Edge WI but took no further part in the debate. Proposed by Cllr Malcolm to fund all costs as requested, except purchase of prizes. Seconded by Cllr Fowkes and RESOLVED, with a requirement for receipts to be presented.

21.111 FINANCE:

- 111.1 The *Finance Report* for period ended 31st August 2021 was Noted with no queries, and signed.
- 111.2 *Budget*:
- a) 2021/22 – Year-to-date reporting was provided in the finance report. In order to provide funds for resolutions made at 21.110.3 and 21.110.4, it was Proposed by Cllr Thomas, Seconded by Cllr Malcolm and RESOLVED to vire funds from General Reserve to Social Activities, an amount of £5,317 allocated under Section 137 of the Local Government Act 1972. Clerk advised that further virement would be required to Northborough Volunteer Network as a result of resolution 21.22.1 as nil budget had been agreed for this.
 - b) 2022/23 - A discussion was held to provide guidance to the Clerk in drawing up a draft budget. As a further informal meeting was impractical, Cllr Malcolm undertook to review discussions held at a recent councillors' working party meeting, alongside items provided from that meeting by the Chair. **ACTION – Mark Malcolm** to advise Clerk by end of September.
- 111.3 The attached *Schedule of Receipts and Payments* was Proposed by Cllr Chiva, Seconded by Cllr Fowkes.

21.112 REPORTS FROM COUNCILLORS AND CLERK:

- 112.1 *Verbal report from the Clerk*: A draft lease for the Village Hall had been received from the council's solicitor and would be reviewed by Clerk and councillors responsible for governance ready for council's comment and/or approval at the next possible meeting.

- 112.2 *Reports from councillors* on portfolio of responsibilities and actions outstanding: Cllr Chiva reported that he had submitted a list of potential heritage assets in response to the invitation from PCC and discussions at the last meeting.
- 112.3 *External meetings, conferences and training* – forthcoming dates were noted and councillors asked to make attendance at the new Code of Conduct training a priority:
- a) Police and Crime Panel – 15th September
 - b) Parish Council Liaison Group – 15th September
 - c) PCC new Code of Conduct training – 23rd September 2021 (online)
 - d) CAPALC Peterborough Parish Forum – 24th September 2021 (online)

21.113 CORRESPONDENCE RECEIVED:

- 113.1 Enquiry from Cheffins regarding land to the west of Lincoln Road. Noted
- 113.2 Complaint about missed verge-cutting on Pasture Lane – passed to contractor. Noted
- 113.3 Letter from residents of Lincoln Road about parking, addressed to PCC. Vice Chair reported that he had spoken to the residents concerned and has sympathy with the issues they raised. Councillors expressed their own concern and agreed that they may need to become more involved at some stage.
- 113.4 Query about the temporary barriers on Lincoln Road at Deeping Gate. Clerk had consulted City Councillor Peter Hiller who advised these would be replaced in a few weeks' time with a rising bollard.

21.114 **NEXT MEETING** of the Council will be held on **Wednesday 13th October 2021** at 7.00pm.

Meeting closed at 20:55

Abbreviations used in these Minutes:

CAPALC – Cambridgeshire & Peterborough Association of Local Councils

NCA – Northborough Community Association

PCC – Peterborough City Council

WI – Women's Institute

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

Schedule of Receipts and Payments (21.111.3)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 21.69.2), as a statutory obligation, or under delegated powers, with the relevant Minute shown against the item).

Receipts:

- a) Northborough Community Association: cleaning contract, July 2021, £386.50
- b) Power: interment fee and gravedigging, £265.00
- c) Northborough Community Association: cleaning contract, August 2021, £386.50

Payments:

- d) Staff Basic Pay for July 2021, £1,451.21 (paid by standing order)*
- e) Lloyds Bank plc: monthly debit card fee, July 2021, £3.00 (auto card)*
- f) HP Print: ink subscription for printer, July 2021, £9.99 (auto card)*
- g) Takepayments: monthly subscription for card receipts scheme, July 2021, £20.40 (direct debit)*
- h) Barclaycard: monthly card receipts scheme fee, July 2021, £5.81 (direct debit)*
- i) NEST: Employee/employer pension contribution July 2021, £54.54 (direct debit)*
- j) Staff Overtime less statutory deductions July 2021, £90.85*
- k) HMRC: Employee/Employer NI for July 2021, £1.52
- l) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- m) Richard Harding: Installation of litter bins, £225.00 (Minute 21.23.2)*
- n) Richard Harding: Cemetery footpaths, part payment for further materials, £750.00 (Minute 21.108.4)*
- o) Northborough Community Association: Extended CCTV, £1,113.84 (Minute 21.49.3.b)*
- p) Geosphere Ltd: Parish Online annual software subscription, £108.00
- q) SLCC: annual membership for Clerk, £130.00
- r) David Reed: Gravedigging, reimbursed (see receipts), £115.00
- s) Viridor Waste Management Ltd: waste disposal July 2021, £44.90
- t) Staff Basic Pay for August 2021, £1,451.21 (paid by standing order)*
- u) Lloyds Bank plc: monthly debit card fee, August 2021, £3.00 (auto card)*
- v) HP Print: ink subscription for printer, August 2021, £9.99 (auto card)*
- w) Takepayments: monthly subscription for card receipts scheme, August 2021, £20.40 (direct debit)*
- x) Barclaycard: monthly card receipts scheme fee, August 2021, £5.81 (direct debit)*
- y) NEST: Employee/employer pension contribution August 2021, £51.68 (direct debit)*
- z) Staff Overtime less statutory deductions August 2021, £140.34
- aa) (HMRC: Employee/Employer NI for August 2021, NIL)
- bb) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- cc) Richard Harding: Removal of dumped garden waste, £50.00 (Minute 21.108.4)*
- dd) Viridor/Biffa Waste Management Ltd: waste disposal August 2021, £44.90
- ee) Eyelid Productions: annual website hosting and support, £100.00
- ff) On The Edge WI: Grant for Scarecrow Trail, £317.00