

Northborough Parish Council

www.northborough-pc.gov.uk

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

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Minutes of a Meeting of Northborough Parish Council held on ,
Wednesday 13th October 2021 starting at **7.03pm** at Northborough Village Hall

21.115 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Robert Chiva, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Councillors Tracy Thomas, Graham Fowkes – personal commitments

21.116 PUBLIC FORUM: None

21.117 DECLARATIONS: Councillor Chiva declared a non-registerable interest in items 21.121.1-4, having submitted comment to the planning authority in a personal capacity. He remained in the room for this item and indicated his views at Items 21.121.3 and 21.121.4 when invited by the Chair but took no other part in the discussion or vote.

21.118 MINUTES OF THE PREVIOUS MEETINGS, held on 4th July 2021 were Confirmed as a true record and signed by the Chair. A query about Minutes of 4th July, raised at the last meeting, had been withdrawn.

21.119 COUNCILLOR VACANCIES: No applications for co-option received, carried forward.

21.120 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None

21.121 PLANNING, planning applications considered:

121.1 21/00922/HHFUL: 32 Lincoln Road, garage, loft conversion with side dormer, front porch, rear single storey extension. Comments were Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED.

121.2 21/01421/CTR: 3 Church Street, tree works to cherry. Noted

121.3 21/01332/FUL: 1-2 East Road, first floor roof extension over shop to create 2no. two bedroom flats for formation of new access for flat parking. Comments were Proposed by Cllr Dadge, Seconded by Cllr Malcolm and it was RESOLVED to object to the application.

121.4 21/01545/HHFUL: 6 Church Street, Single storey ground floor side extension, free standing covered way + carport to side of property. Comments broadly in support of the application were Proposed by Cllr Dadge, Seconded by Cllr Spriggs and RESOLVED.

Outcome of planning applications noted:

121.5 21/00676/HHFUL: 82 Church View, extension – permitted.

21.122 GOVERNANCE:

122.1 The draft of a new lease for the Village Hall had been circulated and it was Agreed to delegate authority to the Clerk to make any final queries, in consultation with Chair and Cllr Malcolm. Cllr Chiva made comment on a conflict between two clauses and councillors were requested to submit any comments in writing to the Clerk as soon as possible.

122.2 Purchase(s) made under Delegated Powers between meetings. None

122.3 Approval by the Clerk under delegated powers of an application from Amo La Pizza to trade in the car park on 4th October (withdrawn in advance due to illness) was Noted. A decision was made to Permit an application for two further dates.

122.4 The completion of audit and the External Auditor's report for the year ended 31st March 2021 were Noted.

21.123 VILLAGE AMENITIES AND MAINTENANCE:



123.1 *Burial Grounds*: Councillors discussed slow progress on cemetery footpath refurbishment, Cllr Spriggs updated that the contractor's other work was being carried out as required and he had undertaken to continue with paths. It was Noted that the contractor hadn't advised the Clerk on progress as requested. **ACTION – John Dadge** to contact contractor for full update.

123.2 *Village Hall and Car Park*:

- a) The withdrawal of a request by Northborough Community Association (NCA) to install slabs and new fencing at the rear of the Hall was Noted.
- b) A request to remove tree foliage and create a line of sight for CCTV to the car park was discussed. Councillors studied the live CCTV feed during the meeting and agreed that coverage was sufficient overall, giving a view of the footpath to the hall and the north-east prospect. It was Agreed that a view of the car park itself could be improved by the removal of some branches at low level in the direct line of the camera, which councillors undertook to trim. Chair to check the work required and decide whether to delegate to maintenance contractor. **ACTION – John Dadge**

123.3 *Village Assets*: A motion to purchase an additional litter bin, for installation at Paradise Lane was Proposed by Cllr Dadge, Seconded by Cllr Chiva and **RESOLVED**.

21.124 **COMMUNITY**: Cllr Spinks outlined his proposal for plans and expenditure for Christmas celebrations and advised councillors of the offer of a donated tree. It was Proposed by Cllr Spinks, Seconded by Cllr Dadge and **RESOLVED** to arrange delivery and erection of the tree, with event arrangements as in previous years on Sunday 28th November. Cllrs Spinks and Spriggs to lead, liaising with residents Lyn Steen and Margaret Sleet.

21.125 **FINANCE**:

- 125.1 The finance report for period ended 30th September 2021 was Approved and signed.
- 125.2 A draft budget for 2022/23 had been circulated by the Clerk and was discussed, with guidance given by councillors on amendments to be incorporated in order for a final budget and precept demand to be agreed at the next meeting.
- 125.3 Receipts and payments according to the attached schedule were Proposed by Cllr Malcolm, Seconded by Cllr Spinks and Approved.

21.126 **REPORTS FROM COUNCILLORS AND CLERK**:

- 126.1 Verbal report from the Clerk. None
- 126.2 Reports from councillors on portfolio of responsibilities and actions outstanding. None.
Chair expressed thanks on behalf of the council to Cllrs Malcolm and Fowkes for their work on financial and asset register work respectively.
- 126.3 External meetings, conferences and training:
 - a) New Code of Conduct training had been attended by the Chair who advised that this was essential training for all councillors

21.127 **CORRESPONDENCE RECEIVED**:

- 127.1 Response from PCC to residents of Lincoln Road in reply to theirs about parking and car charging. Noted
- 127.2 Emails (2) from residents with queries about Northborough in connection with local Nature Recovery Plans. Chair of the Nature Recovering Plan project had now been provided with information on Northborough's activity. **ACTION – Clerk** to advise resident. Cllr Chiva undertook to contact the other resident about next steps with work on a survey. **ACTION – Robert Chiva**
- 127.3 Queries (2) from residents about bins and overgrowth, referred to Peterborough City Council. Noted

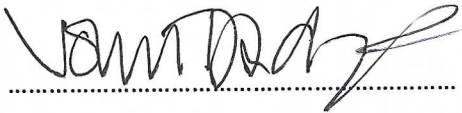
21.128 The NEXT MEETING of the Council will be held on Wednesday 10th November 2021

Meeting closed 20:45

Abbreviations used in these Minutes:

CAPALC – Cambridgeshire & Peterborough Association of Local Councils

PCC – Peterborough City Council

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

Schedule of Receipts and Payments (21.125.3)

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, September 2021, £386.50
- b) Peterborough City Council: Precept and grants, 2nd instalment and capital, £23,630.00
- c) Scott: burial fees, £365.00
- d) John Lucas Funeral Directors: burial fees, £400.00 (cheque)

Payments:

- e) Staff Basic Pay for September 2021, £1,451.21 (paid by standing order)*
- f) Lloyds Bank plc: monthly debit card fee, September 2021, £3.00 (auto card)*
- g) HP Print: ink subscription for printer, September 2021, £9.99 (auto card)*
- h) Takepayments: monthly subscription for card receipts scheme, September 2021, £20.40 (direct debit)*
- i) Barclaycard: monthly card receipts scheme fee, September 2021, £5.81 (direct debit)*
- j) NEST: Employee/employer pension contribution September 2021, £60.71 (direct debit)*
- k) Staff Overtime less statutory deductions September 2021, £196.19
- l) HMRC: Employee/Employer NI for September 2021, £17.48
- m) Biffa Waste Management Ltd: waste disposal August and September 2021, £89.80
- n) CAPALC: Councillor Training, Cllr Fowkes, £75.00
- o) PKF Littlejohn: external audit fees, £360.00
- p) David Reed: gravedigging (reimbursed) , £115.00
- q) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- r) CAPALC: Code of Conduct training, Cllr Fowkes, £40.00

