

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 10th November 2021** starting at **7.00pm**, at Northborough Village Hall

21.129 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Tracy Thomas, Graham Fowkes, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks, Public – Deeping St James Parish Councillors Denman and Shinkins-Hoppe

APOLOGIES FOR ABSENCE: Councillor Robert Chiva (away)

21.130 PUBLIC FORUM

Ref 21.144.2 - Cllr Shinkins-Hoppe outlined Deeping St James Parish Council's involvement in project for Northern Footpaths Forum, specifically the planned Welland Footbridge. Various concerns had delayed progress and attendance at the meeting was to gauge NPC's potential involvement in order to inform decisions on any further progress. Work needed to start by May 2022, in order to preserve the planning permission, and meetings were planned. Chair explained that NPC had no current policy or commitment to the project with past expectation being for more involvement once plans and availability of funding became clearer. Deeping St James PC to send an invitation to a meeting on 27th November with intention that Chair and/or other councillors would attend. Cllrs Denman and Shinkins-Hoppe left after this item, at 19:20.

21.131 DECLARATIONS: No declarations of interest in items on the agenda were received.

21.132 MINUTES OF THE PREVIOUS MEETING, held on 13th October 2021 were Proposed by Cllr Spinks, Seconded by Cllr Malcolm, Approved and signed by the Chair.

21.133 COUNCILLOR VACANCIES: No applications received, carried forward.

21.134 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None

21.135 PLANNING:

135.1 21/01596/HHFUL: 67 Lincoln Road, two storey side/rear extension and single storey rear extension.

Councillors considered the plans and it was noted that the property was to be extended significantly in terms of footprint and height. No objections were raised, comment was Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED.

Outcome of planning applications previously commented upon was Noted:

135.2 21/01332/FUL: 1-2 East Road, withdrawn by applicant.

21.136 GOVERNANCE:

136.1 Purchase(s) made under Delegated Powers between meetings Noted:

- a) Additional maintenance: Removal of ivy in cemetery, removal of leaves from car park and footpaths, removal of items from Church View green space, £200.

21.137 VILLAGE AMENITIES and MAINTENANCE:

137.1 *Burial Grounds:* Chair had spoken to the cemetery footpath refurbishment contractor and updated that this would be progressed as soon as grass-cutting was complete in the next week.

137.2 *Village Hall and Car Park:* Clerk updated that queries had been sent to the solicitor in response to the draft Village Hall lease as agreed, material concerns had been passed to NCA's solicitor for a response and it was confirmed that Hunt & Coombs' fees had been capped at the original estimate due to the



charitable status of the tenant.

137.3 Other Amenities and Assets:

- a) Councillor discussed plans for the purchase of a marquee for events use, Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED.
- b) Cllr Fowkes outlined the background to a proposal for the purchase of two replacement benches and discussions were held about cost versus style. It was Proposed by Cllr Fowkes, Seconded by Cllr Dadge and RESOLVED to purchase two benches within the forecast agreed for 2021/22 and budget for 2022/23.

21.138 COMMUNITY, COMMUNICATION and EVENTS:

- 138.1 Vice Chair updated on plans for Christmas celebrations, with a generously donated tree to be erected by councillors and volunteers on 28th November ready for Santa and carols the same evening. A briefing note to be circulated.

21.139 FINANCE:

- 139.1 The finance report for period ended 31st October 2021 was Noted, and signed by the Chair.
- 139.2 A budget for year 1st April 2022 to 31st March 2023, including funds to be set aside under the Reserves Policy had been prepared. It was Proposed by Cllr Malcolm, Sec by Cllr Spinks and RESOLVED.
- 139.3 The precept of £22,142.31 to be raised for the 2022/23 financial year representing an increase of 2.2% plus statutory grants resulting in a slight reduction in the total of £44,332.31 on the previous year was Proposed by Cllr Spinks, Seconded by Cllr Thomas and RESOLVED.
- 139.4 Receipts and payments according to the attached schedule were Proposed by Cllr Malcolm, Seconded by Cllr Fowkes and Approved.

- 21.140 **Exclusion of the Press and Public:** It was resolved that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the next item of business, the Press and Public be excluded from the Meeting

- 21.141 **STAFF MATTERS:** Councillors noted comments on Clerk's recent performance appraisal carried out by Chair and Vice Chair and Chair expressed the council's thanks to the Clerk for her work, particularly through the difficulties of the Covid pandemic. A salary increase was Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED.

- 21.142 **Re-Admittance of the Press and Public:** It was resolved that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting

21.143 REPORTS FROM COUNCILLORS AND CLERK:

- 143.1 Report from the Clerk. None
- 143.2 Reports from councillors on portfolio of responsibilities and actions outstanding:
Chair reported that branches had been removed from trees adjacent to the car park as discussed at the last meeting.
Cllr Spriggs advised that there was a broken window in the bus stop on west side of Lincoln Road –
ACTION - Clerk to report to PCC.
- 143.3 External meetings, conferences and training – to note upcoming dates and receive reports: None

21.144 CORRESPONDENCE RECEIVED:

- 144.1 Request from a resident to reduce the height of three trees on the playing field – referred to PCC.
- 144.2 Query from Deeping St James Parish Council about the planned Welland Footbridge. Noted – see Public Forum, Minute 21.130.
- 144.3 Email from Good Neighbours Rural Peterborough about encouraging take-up of Covid vaccinations. Noted. Agreed to request the Vaccinator bus.
- 144.4 Complaint about condition of steps at Richard Tindall's Bridge – referred to PCC.
- 144.5 Complaint about condition of a protected hedge on Deeping St James Road – referred to PCC Tree Officer.
- 144.6 Complaint about verges not cut on Paradise Lane **ACTION - Clerk to liaise with contractor.**

21.145 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 8th December 2021**

Meeting closed 20:13

Abbreviations used in these Minutes:

NCA – Northborough Community Association

NPC – Northborough Parish Council

PCC – Peterborough City Council

Approved as a true record of the meeting:  Chair, 8th December 2021

Schedule of Receipts and Payments (21.139.4)

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, October 2021, £386.50
- b) Central England Co-op: memorial fee, £120.00
- c) Parker-Brown: burial fees and gravedigging, £865.00
- d) Central England Co-op: burial fees, £800.00

Payments:

- e) Staff Basic Pay for September 2021, £1,451.21 (paid by standing order)*
- f) Lloyds Bank plc: monthly debit card fee, October 2021, £3.00 (auto card)*
- g) HP Print: ink subscription for printer, October 2021, £9.99 (auto card)*
- h) Takepayments: monthly subscription for card receipts scheme, October 2021, £20.40 (direct debit)*
- i) Barclaycard: monthly card receipts scheme fee, October 2021, £5.81 (direct debit)*
- j) NEST: Employee/employer pension contribution October 2021, £66.45 (direct debit)*
- k) Staff Overtime less statutory deductions October 2021, £240.48
- l) HMRC: Employee/Employer NI for October 2021, £37.77
- m) David Reed, gravedigging (reimbursed), £115.00
- n) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- o) Richard Harding: Additional works, £200.00* (Minute 136.1)
- p) Biffa Waste Management Ltd: waste disposal October 2021, £67.35
- q) CAPALC: Chairmanship training, John Dudge, £50.00