

Northborough Parish Council

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 14th July 2021 from 7.00pm, at Northborough Primary School

21.87 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Tracy Thomas, Mark Malcolm, Robert Chiva
APOLOGIES FOR ABSENCE: None
IN ATTENDANCE: Clerk Catherine Franks, one co-option candidate

21.88 **PUBLIC FORUM:** None

21.89 **DECLARATIONS OF INTEREST:** Cllr Thomas declared an interest in Item 21.91 as partner of the potential co-optee, and took no part in this item.

21.90 **MINUTES OF THE PREVIOUS MEETING,** held on Wednesday, 9th June 2021, were Proposed by Cllr Spinks, Seconded by Cllr Malcolm, Confirmed as a true record and signed by the Chair.

21.91 **COUNCILLOR VACANCIES:** Three vacancies were open to co-option. An application was received from Graham Fowkes who outlined that he'd lived in Lincoln Road, Northborough for 22 years, working as a bespoke furniture maker with interests in dogs and horse-riding, with time available for council work. Mr Fowkes was Proposed by Cllr Spinks, Seconded by Cllr Chiva and duly Co-opted. The required Declaration of Acceptance of Office was signed, witnessed by the Clerk and Cllr Fowkes took his position as a member of the council. The remaining two vacancies were carried forward.

21.92 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None

21.93 **PLANNING:**

93.1 *21/00676/HHFUL: 82 Church View*, two storey rear extension to replace existing conservatory. No comment was available for publication of the Agenda. Chair had circulated comment just before the meeting; Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED for submission with no amendments.

93.2 Outcome of planning application *21/00436/HHFUL (revised): 12 Lincoln Road* (Permitted) was Noted.

21.94 **GOVERNANCE:**

94.1 Approval given to Glinton & Northborough Football Club to run a presentation day on 3rd July 2021, after review of the risk assessment for the event was Noted. Also postponement to 4th September due to weather.

94.2 Publication of the unaudited Annual Return for the year 2020/21 and notice for the exercise of public rights to inspect the accounts, 23rd June to 27th July 2021 was Noted.

94.3 The Internal Auditor's report following his inspection for the year 2020/21 and Clerk's follow-up action points were Noted. Chair commented on a report that found little of concern.

94.4 Revisions to councillors' portfolio of responsibilities following the resignation of former Cllr Curtis and co-option of Cllr Thomas were discussed and Agreed. **ACTION – Clerk** to update notices.

94.5 The purchase of battery/pad packs for two defibrillators (adult and child, at £573.48 less credit on account) made under Delegated Powers between meetings was Noted.

21.95 **VILLAGE AMENITIES AND MAINTENANCE:**

95.1 *Burial Grounds:* Clerk gave a verbal report from the Burials Committee meeting held on 28th June 2021.

It was noted that no further progress had been made on the cemetery footpaths due to the contractor's high workload due to weather conditions.

- 21.96 **COMMUNICATIONS:** A proposal for changes to communications to improve resident engagement was outlined by Cllr Thomas and discussed. Chair commented on the improved designs to notices. Proposed by Cllr Thomas, Seconded by Cllr Malcolm and RESOLVED. It was noted that no regular printing/distribution costs were expected, a motion for such activity to be brought to a future meeting if required. **ACTION – Cllr Thomas and Clerk** to liaise about roll-out.

21.97 **FINANCE:**

- 97.1 A bank mandate to remove former Cllr Curtis and add Cllr Thomas as signatories was Proposed by Cllr Dadge, Seconded by Cllr Spinks, Approved and Signed.
- 97.2 The Finance Report for quarter ended 30th June 2021 was Proposed by Cllr Thomas, Seconded by Cllr Malcolm and Approved with no comments.
- 97.3 A revision of the cemetery water bill following meter change and new reading, now showing credit of £20.81, was Noted.
- 97.4 Receipts and payments according to the attached schedule, including commitments made between meetings under contract or delegated powers (marked *), were Proposed by Cllr Malcolm, Seconded by Cllr Spinks and RESOLVED.
- 97.5 The set up of a trade account with Screwfix for use by the Clerk on behalf of the council was Noted.

21.98 **REPORTS FROM COUNCILLORS AND CLERK:**

- 98.1 A written *report from the Clerk* was outlined and Noted. Discussion was held about grounds work outstanding with no clear completion date due to the contractor's grass cutting workload. Councillors to consider developing a list of approved contractors for future adhoc work.
- 98.2 *Reports from councillors* on portfolio of responsibilities and actions outstanding:
 - *Queen's Platinum Jubilee* - Chair raised the intention as discussed previously to hold a street party in celebration, the national date announced being Sunday 5th June 2022. Cllrs Dadge and Thomas had held exploratory discussions with individuals in the village who might be involved in organising the event, including over which organisation would take the lead. An independent committee was expected to be formed with an initial meeting planned for early August, facilitated by Cllr Thomas in her capacity as councillor and President of the local Women's Institute. All councillors were in favour of supporting such an event, details to be clarified and relevant proposal(s) for council involvement to be brought to a future meeting.
- 98.3 *External meetings, conferences and training* – to note upcoming dates and receive reports:
 - a) CAPALC Peterborough Parishes Forum – 16th July 2021 – Chair to attend
 - b) Cambridgeshire Police & Crime Panel – 21st July – none able to attend, Clerk to send apologies.
 - c) Round table meeting with Police & Crime Commissioner (online) – 21st July 2021NB. Update since meeting: two police meetings being held on the same day, Cllr Thomas to attend the online meeting.

21.99 **CORRESPONDENCE RECEIVED:**

- 99.1 Request from Deepings Football Club for temporary use of the playing field for training. Withdrawn following discussion with GNFC. Noted
- 99.2 Complaint (by phone) about state of the cemetery following recent grass-cutting. Council groundsman instructed to check and brush down gravestones during cutting season. Noted.
- 99.3 Letter from resident concerned about a large tree on Crowson Crescent – passed to PCC via online app. Noted, including latest update of planned work by PCC contractor.
- 99.4 Anonymous letter of complaint about a bonfire lit at a property on Crowson Crescent. No action possible. Noted
- 99.5 Complaint from Church View resident about danger from bramble overgrowth; contractor instructed to check and trim as necessary to keep pedestrian areas safe. Noted
- 99.6 Letter from PCC inviting recommendations for heritage assets to be added to the Local List. RC commented – properties suggested last time haven't been added. Discussion was held about previous submissions made 2-3 years previously. **ACTION - Cllr Chiva** to phone planner and discuss whether the

recommendation should be sent again, after email consultation with other councillors. Further discussion about the implications for owners of buildings being added to the list.

- 99.7 Query from local business about having City Fibre installed in the parish. A response provided to the Clerk by Cllrs Dudge and Chiva had been sent to the enquirer. Chair to enquire of City Cllr Hillier.

21.100 Date of the **NEXT MEETING** was confirmed as **Wednesday 8th September 2021**.

Meeting closed 8.30

Abbreviations used in these Minutes:

GNFC – Glington & Northborough Football Club

PCC – Peterborough City Council

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

Schedule of Receipts and Payments (21.97.4)

Receipts:

- a) Northborough Community Association: cleaning contract, June 2021, £386.50
- b) Power: interment costs, £200.00
- c) Glington & Northborough Football Club: annual contribution to grass cutting, £600.00
- d) Smiths Funeral Directors: interment fees and costs, £265.00

Payments:

- e) Staff Basic Pay for May 2021, £1,451.21 (paid by standing order)*
- 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, May 2021 (direct debit)*
- j) Aero Healthcare Ltd: defibrillator battery/pad pack replacements, £561.60*
- k) Canalbs Ltd: Internal audit for 2020/21, £170.70
- l) NEST: Employee/employer pension contribution June 2021, £63.75 (direct debit)*
- m) Staff Overtime less statutory deductions May 2021, £208.83
- n) HMRC: Employee/Employer NI for May 2021, £28.23
- o) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- p) Richard Harding: Preparation of wildflower test areas as quoted, £450.00
- q) Richard Harding: Application of topsoil and seeding, Church View as quoted, £75.00
- r) Viridor Waste Management: Waste removal June 2021, £44.90* (NB revised amount £67.36 – 3 movements this month instead of usual 2)
- s) Screwfix: sanding equipment (Minute 21.81.2), £195.96 (direct debit)
- t) David Reed: gravedigging, 2 invoices reimbursed by receipts above, £315.00