

Northborough Parish Council

www.northboroughpc.co.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 January 2021 from 7.00pm

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

21.01 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Robert Chiva, Elaine Mann, Stewart Curtis, David Aldwinckle, Mark Malcolm

IN ATTENDANCE: Clerk Catherine Franks, 2 invited speakers, 2 members of public

APOLOGIES FOR ABSENCE: Brian Spriggs (Covid-19 restrictions)

21.02 **DECLARATIONS OF INTEREST:** None received

21.03 **MINUTES of the PREVIOUS MEETING**, held on Wednesday, 9th December 2020 were Proposed by Cllr Curtis, Seconded by Cllr Mann, Confirmed as a true record and signed by the Chair.

21.04 **PUBLIC FORUM:**

Ref. 21.07.03: Member of the public referred to an email sent to the Parish Council outlining concerns about the application with regard to conditions set out in the formal notice of planning permission for the development, not met by this application and the precedent this could set. The Council was asked to support these concerns.

21.05 **COUNCILLOR VACANCY:** Clerk advised that there was now one vacancy. No applications received.

21.06 **TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:**

No Ward Councillors present

06.1 *Census 2021* – Nicola Warnock, Census Engagement Manager Peterborough gave a presentation on plans for encouraging people to participate in the Census on 21st March 2021. Chair confirmed the Council would provide support to help residents including communication and volunteers where appropriate.

06.2 *Good Neighbours Rural Peterborough (GNRP) Scheme* – Neil Boyce, Chair of the Board of Trustees and of Castor Parish Council, and Cate Harding, Coordinator provided background to the scheme which was formally launched in November 2020 in parish council areas so far signed up – Castor, Bainton & Ashton, Glinton and Ailsworth. Referrals were received from the Covid Hub, GPs, individuals and other organisations; most support was focused on health and wellbeing but with opportunities for joint projects with parish councils; parish networking and collaboration being an important aspect. The advantages and cost to a parish council were outlined and councillors' questions answered.

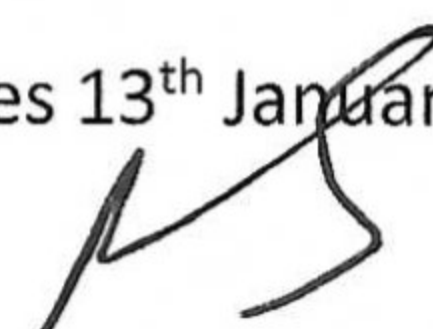
Invited speakers left the meeting after this item, at 19:50

21.07 **PLANNING:**

07.1 20/01094/HHFUL, 40 Church Street, single storey extension and new garage. No comments proposed but it was noted that the Conservation Officer had raised issues.

07.2 20/01643/HHFUL, Delamere Farm, Pasture Lane, new front porch and rear side dormer. It was noted that this was a minor alteration to a remote building, minor alteration. No comments proposed.

07.3 20/01632/HHFUL: 2 Church Farm Mews, proposed rear extension, car port... and alterations. Councillors noted representation made by a neighbour and following discussion, it was agreed to submit comment in support of the overall design itself but making reference to the limited parking and highlighting the neighbour's concerns. Comment as drafted at the meeting was Proposed by Cllr Dadge, Seconded by Cllr Chiva and RESOLVED. **ACTION – Clerk** to copy submitted comment to the neighbour.



21.08 GOVERNANCE:

- 08.1 No relevant impact from the recent changes in coronavirus guidance and legislation. Noted.
- 08.2 A bank mandate to add Cllr Malcolm as a signatory was Approved and signed.
- 08.3 It was Agreed to retain the northboroughpc.co.uk domain for three years to ensure business continuity for domain transfer to northborough-pc.gov.uk as a normal and necessary part of the transfer.
- 08.4 The payment arrangements set up for the Volunteer Network were outlined by the Clerk. A decision on whether to continue the arrangements was deferred to the next meeting.
- 08.5 The appointment of Canalbs Ltd as internal auditor for the 2020/21 year was Proposed by Cllr Chiva, Seconded by Cllr Spinks and RESOLVED.
- 08.6 Expenditure under delegated powers since the last meeting was Noted:
 - a) Diocese of Peterborough faculty application fee, £260.00

21.09 COMMUNITY: Information received about the Good Neighbours Rural Peterborough Scheme (21.06.2) was discussed and it was Agreed to consider membership at the next meeting.

21.10 VILLAGE AMENITIES AND MAINTENANCE:

- 10.1 *Burial Grounds:* updates were noted on footpath works in:
 - a) St Andrews' churchyard – a faculty had been obtained and a revised start date was awaited from the contractor.
 - b) Northborough Cemetery – work had slowed due to weather and availability of materials, and would continue as soon as possible. It was also noted that a new noticeboard had been erected.
- 10.2 *Village Hall:* Clerk updated that a draft of the new lease would be sent to Northborough Community Association's solicitor for comment. An Energy Performance Certificate had been provided.

21.11 FINANCE:

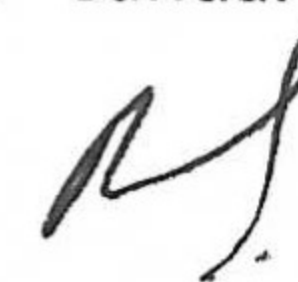
- 11.1 The Finance Report dated 31st December 2020 was Proposed by Cllr Spinks, Seconded by Cllr Mann and Approved.
- 11.2 The attached schedule of receipts and payments was Proposed by Cllr Malcolm, Seconded by Cllr Curtis and Approved.

21.12 REPORTS FROM COUNCILLORS AND CLERK:

- 12.1 There were no *Reports from councillors* on portfolio of responsibilities and actions outstanding.
- 12.2 *Clerk's Report* on items not covered elsewhere on the agenda:
 - a) Website and email domain migration was complete and Clerk thanked councillors for their cooperation and rapid reaction recently for the final stage of the transfer. All councillors confirmed that they had access to their new email.
 - b) Census 2021, see 21.06.1, no further report.
 - c) Precept demand and burial grounds capital grant – Clerk advised that the completed precept forms had been returned to Peterborough City Council and that accrual of unspent funds from the burials grounds capital works element had been clarified.
- 12.3 *External meetings, conferences and training*
 - a) Parish liaison forum - Chair reported on the meeting attended on 18th December which focused on the upcoming census and Peterborough City Council's environmental plans. Chair had requested more information on grants that may be available for vehicle charging points.
 - b) River Welland Water Transfer Proposal – Chair and Cllr Malcolm had attended the meeting held on 16th December and commented on interesting points. It was noted that the location of the reservoir and related plans were all under consideration at present.
 - c) Forthcoming dates – Parish liaison forum – 15th January. Chair advised he would attend and reminded councillors that there had been a plan for them to attend on a rota basis.

21.13 CORRESPONDENCE RECEIVED:

- 13.1 *Email from resident of Church Farm Mews about overhanging trees.* Vice Chair reported on a resident's request to have trees overhanging the private road from the cemetery trimmed to allow access for refuse vehicles. He had advised that this required planning permission due to the



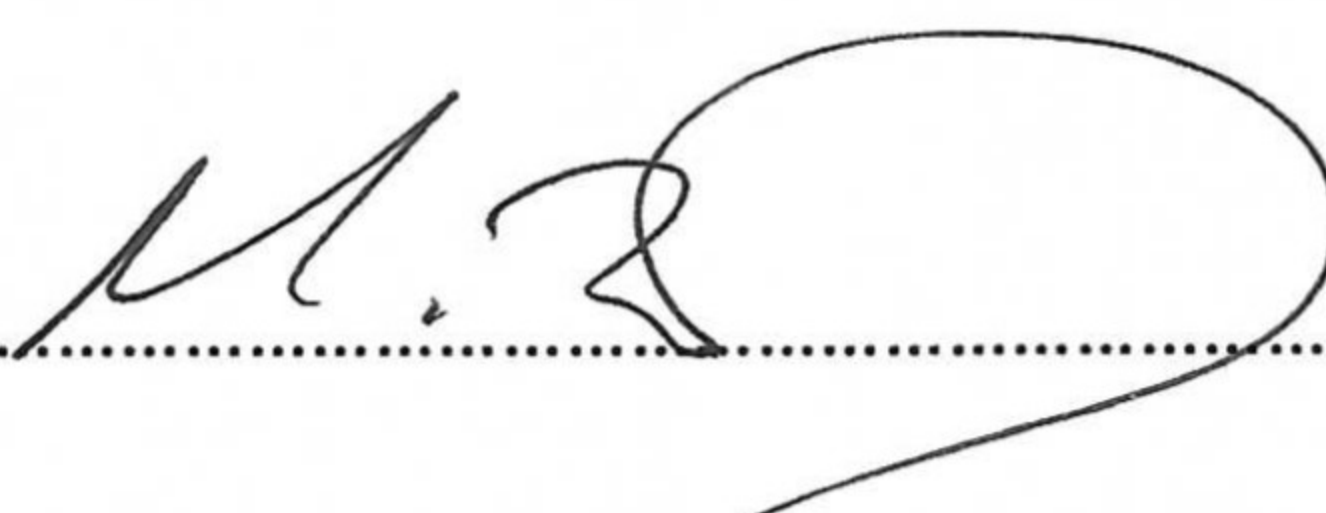
Conservation Area but councillors noted that the trees had now been lopped, presumably by the City Council. NPC had not been informed. Chair advised that an application had been submitted for refuse vehicles to enter and turn in the Mews, with a letter of indemnity provided by the landowner.

- 13.2 *Complaint about contractor noise at Church Farm Mews* – Clerk had received a text from a Church View resident about a JCB working at 7.15am. Vice Chair had advised the resident to contact the landowner, Mr Hayes and was awaiting feedback. Cllr Chiva reported that the work related to archaeological investigations being carried out prior to the recently approved house build.
- 13.3 *Information about transport provision* to residents unable to travel to Covid-19 vaccination hubs had been received and was shared. Residents would be informed (or should ask) about this when contacted with a date for their vaccination.

21.14 **NEXT MEETING** of the Council will be held on Wednesday 10th February 2021

Meeting closed at 21:00

Approved as a true record of the meeting



Vice
Chair, 10th February 2021

Schedule of Receipts and Payments (21.11.2)

Receipts:

- a) Northborough Community Association: cleaning contract, December 2020, £377.84
- b) J G Cross: memorial fee, Price, £120.00
- c) Weston: trading licence fee, £20.00

Payments:

- d) Peterborough Diocesan Board of Finance: faculty application fee £260.00 (paid)
- e) Staff Basic Pay for December 2020, £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, December (direct debit)
- j) NEST: Employee/employer pension contribution December 2020, £65.75 (direct debit)
- k) Unity Trust Bank: quarterly current account fee, £18.00
- l) Staff Overtime less statutory deductions, December 2020, £224.14
- m) HMRC: Employee/Employer NI for December 2020 £36.60
- n) Lyn Steen: Reimbursement of Christmas celebration costs, £160.72 (Minute 20.128)
- o) Aero Healthcare: Defibrillator and cabinet, £1,402.68 (Minute 20.157.5.b)
- p) Aero Healthcare: Defibrillator service line, £11.88
- q) A & C Energy Surveys Ltd: EPC for Village Hall, £199.00 (Minute 20.157.4)
- r) Richard Harding: Grounds Maintenance churchyard, cemetery etc, December 2020, £482.50.
- s) Richard Harding: Grass cutting playing field, December 2020, £200.00
- t) Richard Harding: Grass cutting verges, December 2020, £250.00 (incl agreed credit)
- u) Richard Harding: Part payment for cemetery footpath refurbishment, £1,595.00 (Minute 20.127.1.c)
- v) Nunton Trees: Christmas tree, £250.00 (Minute 20.128)
- w) Viridor Waste Management: Waste removal December 2020, £44.90
- x) ACR Computers: Computer security annual renewal, £30 (paid by card)