

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 14th April 2021** starting at **7.00pm**

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

21.41 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Stewart Curtis, Mark Malcolm, Rob Chiva.

IN ATTENDANCE: Clerk Catherine Franks, Resident Tracy Thomas

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

21.42 **DECLARATIONS:** No declarations of interest received.

21.43 **MINUTES of the PREVIOUS MEETING**, held on Wednesday, 10th March 2021 were Proposed by Cllr Curtis, Seconded by Cllr Spinks, Confirmed as a true record and signed by the Chair.

21.44 **PUBLIC FORUM:** None.

21.45 **COUNCILLOR VACANCIES:**

45.1 Two casual vacancies due to the resignation of Councillors Mann and Aldwinckle were Noted; elector's period to call a by-election to end on 22nd April. Councillors formally expressed their gratitude to both for their contribution while members of the council.

45.2 To consider any applications received for one vacancy open to co-option. None, carried forward.

21.46 **TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None.

21.47 **PLANNING**, to consider planning applications:

47.1 21/00378/CTR: 28 Church Street, Remove apple tree, Holly trees and Ornamental Cyrus. The application was considered minor, no comment proposed.

47.2 21/00262/HHFUL: 3 Church Farm Mews, ...solid 1.8m high timber fence along east boundary. No comment proposed but it was agreed to ask the planning authority to be mindful of issues connected with the bund and boundary maintenance, as for a similar application, 20/01479/HHFUL.

It was noted that the planning authority's online portal was unavailable on the date of the meeting.

21.48 **GOVERNANCE:**

48.1 The amendment of standing order payments to ground maintenance staff in accordance with an increase in the National Living Wage was Proposed by Cllr Chiva, Seconded by Cllr Curtis and **RESOLVED**

48.2 An instruction to Unity Trust Bank for the removal of former Councillors Mann and Aldwinckle as signatories, and reactivation of online access for Chair was Proposed by Cllr Chiva, Seconded by Cllr Curtis and **RESOLVED**

48.3 A Safeguarding Policy was Proposed by Cllr Malcolm, Seconded by Cllr Spinks and **RESOLVED** for adoption with no amendments to the draft

48.4 The Annual Governance Statement for 2020/21 was Proposed by Cllr Spinks, Seconded by Cllr Chiva and **RESOLVED** for approval, for Chair's signature following the meeting.

48.5 The updated Asset Register at end of year 2020/21 was Noted and Approved.

48.6 Clerk provided information on legislation relating to remote meetings, whereby local councils were required to return to face-to-face meetings from 7th May, a central government decision subject, at the time of the meeting, to a legal challenge. Discussion was held about the implications for council

decision-making. **ACTION - Chair, Vice Chair and Clerk** to explore options prior to the next meeting.

- 48.7 The council's trading licence policy was discussed. Delegation of authority to the Clerk for approval between meetings of applications from existing traders only was Proposed by the Cllr Dadge, Seconded by Cllr Curtis and RESOLVED.

21.49 VILLAGE AMENITIES AND MAINTENANCE:

- 49.1 *Burial Grounds*: Cllr Chiva reported that refurbishment of the churchyard path was nearing completion, with materials in place to lay the final surface. A gatepost damaged by the contractor had been swiftly replaced via the original supplier. Cllr Spinks and Clerk reported that work outstanding to the cemetery footpaths was still delayed, now partly due to the spring grasscutting schedule as well as continued delay in materials.
- 49.2 *Green Space including playing field and verges*:
- a) Councillors noted with dismay, recent reports of anti-social behaviour and vandalism on and around the playing field. Chair commented how tragic these events were, in particular, damage to residents' book exchange and a picnic table refurbished by a former councillor. There had also been reports of trespass in school grounds and councillors noted a similar situation in other villages. Repairs as possible were underway. Councillors expressed their gratitude to employee Denise Baxter and her husband for clear-up work after incidents on 30/31 March. Cllr Spinks had checked CCTV from the Village Hall cameras; footage to be reviewed and passed to the police.
- 49.3 *Village Hall*:
- a) *Lease review*: Amendments proposed by NCA's solicitor had been circulated, also observations about them by Cllr Malcolm. It was agreed to request further advice and recommendations from the council's solicitor. **ACTION – Clerk** in consultation with Chair and Cllr Malcolm.
 - b) A motion to provide funding for the extension of CCTV at the Village Hall was Proposed by Cllr Dadge, Seconded by Cllr Curtis and RESOLVED. It was noted that two additional cameras with a wider view would be mounted and it was Agreed that funds for more signage be included.
 - c) The expected re-opening date of the Village Hall was noted as 17th May, with Covid-19 restrictions in place.

21.50 FINANCE:

- 50.1 The monthly Finance Report dated 31st March 2021 was Noted with no queries, and signed.
- 50.2 The year-end financial report for 2020/21 as circulated by the Clerk as RFO was Noted with no queries.
- 50.3 The Annual Finance Statement for 2020/21 was Proposed by Cllr Malcolm, Seconded by Cllr Chiva and RESOLVED for approval, for Chair's signature following the meeting
- 50.4 The attached schedule of receipts and payments was Proposed by Cllr Malcolm, Seconded by Cllr Spinks and APPROVED.

21.51 REPORTS FROM COUNCILLORS AND CLERK:

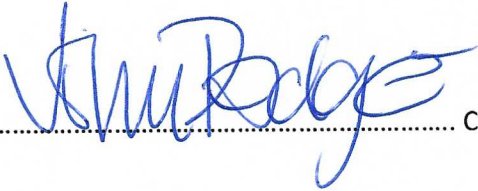
- 51.1 Reports from councillors on portfolio of responsibilities and actions outstanding. None.
- 51.2 Report from Clerk on items not covered elsewhere on the agenda. None.
- 51.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- a) Peterborough Parish Forum – Friday 16th April. Chair to attend.
 - b) Outdoor service at St Andrews Church to commemorate the life of Prince Philip, Duke of Edinburgh – Thursday 15th April, 6.00pm.

21.52 CORRESPONDENCE RECEIVED:

- 52.1 Offer by a resident to maintain the green space at the pumping station on Church Street to encourage wildflower growth. It was noted that the resident had been asked to contact Cllr Chiva but hadn't yet done so, also that another resident had been seen cutting the same area on the day of the meeting. **ACTION – Chair** to discuss with both residents, **Clerk** to instruct contractor to remove this area from his cutting schedule.
- 52.2 Copy of resident's report to police of criminal damage on Deeping St James Road. Noted.
- 52.3 Query about suitable parish land to lease as a weekly outdoor classroom. **ACTION – Clerk** to refer enquirer to the school with reference to their orchard area.

21.53 The **NEXT MEETING** of the Council will be held on **Wednesday 5th May 2021**, the Annual Meeting of the Council. Noted that this date is one week earlier than originally published, see Minute 21.35.2

Meeting closed 20:12

Approved as a true record of the meeting  Chair, 5th May 2021

Abbreviations used in this Minutes:

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

NALC – National Association of Local Councils

NCA – Northborough Community Association

Schedule of Receipts and Payments (21.50.4)

Receipts:

- a) Northborough Community Association: cleaning contract, March 2021, £377.84
- b) Peterborough City Council: capital grant for burial grounds, £3,406.13
- c) Weston: trading licence fee, £20.00
- d) SB Promotions: trading licence fees, £40
- e) J G Cross: memorial fees, £180.00

Payments:

- f) Staff Basic Pay for March 2021, £1,451.21 (paid by standing order)
- g) Lloyds Bank plc: monthly debit card fee, £3.00 (auto card)
- h) HP Print: ink subscription for printer, £7.99 (auto card)
- i) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- j) Barclaycard: monthly card receipts scheme fee, £5.81, January (direct debit)
- k) CAPALC: councillor training, £75.00
- l) NEST: Employee/employer pension contribution March 2021, £56.31 (direct debit)
- m) Staff Overtime less statutory deductions March 2021, £116.37
- n) HMRC: Employee/Employer NI for March 2021, £5.66
- o) Cloud Next: renewal of northboroughpc.co.uk domain, £16.77
- p) Broxap Ltd: memorial seat incl delivery and fixings, £1,110.00
- q) A&M Print: Annual Village Meeting flyers and delivery, £76.80
- r) Catherine Franks: reimburse Zoom large meetings upgrade, one month, £48.00
- s) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50
- t) Richard Harding: Additional work, leaf clearance, £75.00
- u) Richard Harding: Additional work, bench installation, £175.00
- v) Viridor Waste Management: Waste removal March 2021, £44.90 (awaiting invoice)