

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 9th June 2021** from **7.03pm** at Northborough Primary School

21.73 **MEMBERS PRESENT:** Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Brian Spriggs, Mark Malcolm, Robert Chiva, Tracy Thomas

APOLOGIES FOR ABSENCE: None

IN ATTENDANCE: Clerk Catherine Franks, 4 members of public

21.74 **DECLARATIONS:** No declarations of interest or requests for dispensation were received.

21.75 **MINUTES of the PREVIOUS MEETING,** held on Wednesday, 5th May 2021 were Confirmed as a true record and signed by the Chair.

21.76 **PUBLIC FORUM:**

Ref. 21.79.2 – the applicants outlined their reasons for the plans and confirmed the work was for domestic, not commercial use.

21.77 **COUNCILLOR VACANCIES:**

77.1 A casual vacancy, arisen from the resignation of Councillor Stewart Curtis, was Noted.

77.2 No applications were received for either of two vacancies open to co-option. Carried forward.

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

21.79 **PLANNING,** planning applications were considered:

79.1 21/00141/HHFUL: 29 Crowson Crescent, revised application. Noted, deadline passed.

79.2 21/00564/HHFUL: 63 Lincoln Road, Outbuilding for tractor/machinery storage. Comment proposed by Cllr Dadge was amended and Agreed.

79.3 21/00436/HHFUL: 12 Lincoln Road, Re-consultation for demolition of existing conservatory and garage and erection of single storey side and rear extensions and new garage/outbuilding. No further comment proposed.

The outcome was Noted of planning application:

79.4 21/00418/LBC: Land adjacent to 5 Church Farm Mews – Withdrawn by applicant.

21.80 **GOVERNANCE:**

80.1 The purchase under delegated powers of insurance through Zurich Town & Parish was Noted, being on a 3-year long-term agreement at an annual cost of £817.58 including tax, accepted on the basis of best value across 3 quotes. Clerk thanked Chair and Cllr Malcolm for their support with the work involved.

21.81 **VILLAGE AMENITIES AND MAINTENANCE:**

81.1 *Burial Grounds:* Clerk updated on lack of progress with cemetery footpath refurbishment. **ACTION – Clerk** to request a date from contractor to meet with Chair, Vice Chair and Cllr Spriggs on site.

81.2 *Green Space* including playing field and verges:

Chair outlined a recommended change to the method for refurbishing the picnic tables, following the supplier's advice that steel slats could be subject to similar vandalism to the current wood. Proposed by Cllr Dadge to purchase a good quality sander for use by the council on this and other, similar, projects. Seconded by Cllr Spinks and **RESOLVED**, up to a value of £350 as part of the previously agreed

expenditure (Minute 21.24.3.c). **ACTION – Cllr Dadge** to liaise with Clerk for purchase.

81.3 *Assets and Amenities:*

- a) Revised locations for litter bins around the village as provided by Chair were Noted. **ACTION – Clerk** to instruct contractor as previously discussed (Minute 21.24.2).
- b) Chair updated on the delayed installation of the Church Street defibrillator, being that the electricity supply had been chased but with no further progress. An alternative would be to install on the school building itself. Proposed by Cllr Dadge, Seconded by Cllr Spinks and **RESOLVED** to approach the School Head immediately with a request to do this. It was further Agreed to install the AED in the cabinet as currently located until the new installation was carried out. **ACTION – Cllr Dadge** to liaise with school and provide registration information required for: **ACTION – Clerk** to register with emergency services.

21.82 **COMMUNICATIONS:** Cllr Thomas outlined her ideas to improve resident engagement, including designs for documents used on the noticeboards. Councillors were supportive of the idea of a competition to encourage community involvement and the creation of a central point for people to find out what's going on in the village and how to get involved. A motion with more detail to be brought to a future meeting.

21.83 **FINANCE:** Receipts and payments were approved according to the attached schedule, including those made between meetings under contract or under delegated powers (marked *) were noted. Councillors also noted the Clerk's decision to withhold payment to Anglian Water pending a meter reading and bill review. Charges were estimated and had been excessive compared to previous bills. Cllr Spriggs advised that the water supply was used from time to time by travellers camped in/near the village.

21.84 **REPORTS FROM COUNCILLORS AND CLERK:**

84.1 Reports from councillors on portfolio of responsibilities and actions outstanding:

- a) The lists of responsibilities and actions outstanding had been discussed at the recent councillors' working party meeting. **ACTION – Cllr Dadge** to advise Clerk of the outcome of those discussions.
- b) Wildflower planting test areas – Cllr Chiva advised that the areas hadn't been prepared in early spring but there was the possibility of seeding during summer if watered well. **ACTION – Cllr Chiva** to email the contractor to proceed.

84.2 Clerk reported that proposed amendments to the revised lease for the Village Hall had been queried with the solicitor. **ACTION – Cllrs Dadge, Malcolm and Clerk** to discuss and respond after the meeting.

84.3 External meetings, conferences and training – to note upcoming dates and receive reports:

- a) CAPALC Peterborough Parishes Forum – 18th June

21.85 **CORRESPONDENCE RECEIVED:**

85.1 An email from a resident of Claypole Drive about a persistent speeding driver had been responded to and was Noted.

21.86 Date of the **NEXT MEETING** was confirmed as **Wednesday 14th July 2021**, to be held at Northborough Primary School.

Meeting closed at 19:58

Abbreviations used in this Agenda:

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

Approved as a true record of the meeting:  Chair, 14TH July 2021

Schedule of Receipts and Payments (21.83)

Receipts:

- a) Northborough Community Association: cleaning contract, May 2021, £386.07
- b) Power: burial fees, £650.00
- c) J G Cross: memorial fees, £240.00

Payments:

- d) Staff Basic Pay for May 2021, £1,451.21 (paid by standing order)*
- e) Lloyds Bank plc: monthly debit card fee, £3.00 (auto card)*
- f) HP Print: ink subscription for printer, £7.99 (auto card)*
- g) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)*
- h) Barclaycard: monthly card receipts scheme fee, £5.81, May 2021 (direct debit)*
- i) NEST: Employee/employer pension contribution May 2021, £57.75 (direct debit)*
- j) Staff Overtime less statutory deductions May 2021, £125.74
- k) HMRC: Employee/Employer NI for May 2021, £7.61
- l) Dropbox: Cloud storage annual subscription, £95.88*
- m) Peterborough Improvements Ltd: churchyard footpath, £4,560.00
- n) Northborough Primary School: meeting room hire, £80.00
- o) CAPALC: Code of Conduct training for Cllr Thomas, £40.00
- p) CloudNext: annual domain renewal, northborough-pc.gov.uk, £95.98*
- q) Zurich Town & Parish: insurance for year to 31May2022, £817.58 (paid)*
- r) Richard Harding: Contracted grounds maintenance and grass cutting, £982.50*
- s) Viridor Waste Management: Waste removal May 2021, £44.90*
- t) CAPALC: Councillor training for Cllr Thomas, £75.00
- u) Microsoft: Office 365 subscription, £86.33+18.38 (auto card)*