

Minutes of a Meeting of Northborough Parish Council to be held on Wednesday 9th November 2022 starting at 7.00pm, at Northborough Village Hall, Cromwell Close, Northborough PE6 9DP.

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

IN ATTENDANCE: Clerk Catherine Franks, Prospective Clerk Elinor Beesley

APOLOGIES FOR ABSENCE: Councillors Brian Spriggs (ill health), Robert Chiva (personal)

PUBLIC FORUM: None

22.125 **MINUTES OF PREVIOUS MEETING, HELD ON Monday, 12th October 2022** were Proposed by Cllr Spinks, Seconded by Cllr Thomas and Confirmed as a true record.

22.126 **COUNCILLOR VACANCIES:** No applications received, item carried forward.

22.127 **DECLARATIONS OF INTEREST:** Cllr Malcolm declared a non-pecuniary interest in Item 22.130.01.

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

22.129 **GOVERNANCE:**

129.1 *New Clerk:* Elinor Beesley left the room for this item. Chair advised on the interview process following selection made by all councillors. Of three candidates, Elinor Beesley had unanimously been preferred by the interview panel. It was Agreed by councillors to accept the panel's recommendation and appoint Elinor Beesley as the council's new clerk. She returned to the room, was welcomed by councillors and introduced herself to those who hadn't met her at interview. Contract start date and handover arrangements to be confirmed.

129.2 *Village Hall lease review:* Clerk advised that a further amendment had been requested by the tenant's solicitors and, that it being in relation to the condition of the building itself, not the land covered by the lease, both she and the council's solicitor had advised accordingly. Councillors agreed that no amendment was necessary.

129.3 The following *purchases made under delegated powers* were Noted:

- a) Disposal of excess soil from cemetery, £200.00.
- b) Installation of ashes plot markers (Minute BC22.6), £150.00.
- c) Installation of new benches on Church Street and delivery of old ones (Minute 21.138.b et al), £300.00.

22.130 **PLANNING:** the following planning applications were considered:

130.1 *Fenland Reservoir:* Non-statutory consultation by Anglian Water for development of a new reservoir – www.fensreservoir.co.uk. At the Chair's request, Cllr Malcolm clarified some points about the proposed project. No comments were proposed for submission at this stage.

130.2 *22/01422/HHFUL and 22/01423/LBC, 5 Church Farm Mews:* Demolition of existing extension and erection of single storey rear and side replacement extension. It was Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED to support the application.

130.3 *22/01396/HHFUL, 41 Church Street:* Erection of 2.4m high fence, retrospective. Comments in objection to the application were Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED.

130.4 *22/01413/HHFUL, 2 Church Farm Mews:* Alterations to bedroom, window and double door. It was Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED to support the application.

130.5 *22/01559/OUT, 2A Maxey Road*: Erection of single dwelling with all matters reserved. It was Noted that no design and access statement, nor arboreal report had been submitted with the application. Cllr Dadge's recommended and council Agreed to request further detail from the planning authority before considering the application.

22.131 COMMUNITY and EVENTS:

- 131.1 *New plaque to commemorate the reign of Queen Elizabeth II* (ref Minute 22.119): Proposed wording submitted by the Clerk was Agreed.
- 131.2 A Proposal for *financial support for the Village Tribune* community magazine was presented by Cllr Dadge, prompting lively discussion with mixed views. A modified proposal was Seconded by Cllr Spinks and it was RESOLVED by a majority of 3:2 to commit £300 to paid-for editorial, allocated in each issue to the council and appearing **alongside** other news from the village, the magazine now having quoted an amount per issue for inclusion of editorial copy as an alternative. Clerk to confirm with the editor the space to be allocated.
- 131.3 An update on *plans for the 2022 Christmas tree lights switch-on* was received from the Chair, who outlined the challenges faced in making arrangements this year. Use of the land adjacent to the shop not being permitted, it had been informally agreed by councillors to have small trees at entrances to the village and Star Pubs had been encouraging over the possibility of erecting a tree outside the Packhorse pub. Outside the Village Hall was an option but on a different date from that planned. Plans were not yet confirmed with timing tight for all arrangements. It was Proposed by Cllr Dadge, Seconded by Cllr Malcolm and RESOLVED to allocate a further £250 against planned budget.

22.132 AMENITIES and MAINTENANCE:

- 132.1 A recommendation had been made by the Burials Committee to replace the cemetery gates, since they were in a worse condition than originally thought. Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED to allocate a budget of up to £5,000.
- 132.2 A Proposal was brought by Cllr Dadge to replace the timber posts at the Green on Church Street at a cost of £250, as identified by the resident who looks after the area. Cllr Malcolm Proposed a revised allocation of £350 for supply and installation. Seconded by Cllr Thomas and RESOLVED. **ACTION – Clerk** purchase materials requested and arrange installation with Richard Harding.
- 132.3 A Proposal to purchase bulbs and plants for the green burial area and other village enhancement areas (ref Minutes 22.93.4 and 22.93.5) at a cost of £510 was brought by Cllr Dadge, intended for PECT to continue work in mid November. Seconded by Cllr Thomas and RESOLVED.
- 132.4 Cllr Fowkes reported that he had discussed potential locations and style of a new memorial bench to be donated by a resident. Cllr Fowkes Proposed, Seconded by Cllr Malcolm and RESOLVED, to install the bench in the new green burials area of the cemetery, this has also met with the approval of the Burials Committee. **ACTION - Clerk** to email resident to arrange purchase and then instruct Richard Harding on installation.

22.133 FINANCE:

- 133.1 The *Finance report* for period ending 31st October 2022 was Proposed by Cllr Dadge, Seconded by Cllr Malcolm, Approved and signed by the Chair.
- 133.2 *Budget for the financial year 2023/24*: A paper was presented by the Clerk. The budget as presented and resulting precept and statutory grant demand were Proposed by Cllr Spinks, Seconded by Cllr Thomas and RESOLVED without amendment. Comments made by the Clerk on the need for better engagement by councillors in the budget process were Noted. **ACTION – Cllr Malcolm** to update the capital plan agreed in 2021.
- 133.3 The attached *schedule of receipts and payments* were Proposed by Cllr Spinks, Seconded by Cllr Malcolm and APPROVED for payment.

22.134 REPORTS FROM COUNCILLORS AND CLERK:

- 134.1 *Reports from councillors on actions outstanding*:
 - a) Discussion about outstanding action to improve road barrier outside Northborough Manor.

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- b) Vice Chair updated that police had been carrying out speed checks in the village recently and discussion with them about Speed Indicator Devices has been helpful.
- 134.2 *Report from Clerk* that the cost of living pay award due in April 2022 had now been agreed by the National Joint Council for Local Government Pay Awards and would be applied to Clerk's salary as indicated.

134.3 *External meetings, conferences and training:*

- a) Parish Council Liaison Group: 9th November 2022. Not attended, clash with NPC meeting.
- b) SOS St Andrews: Cllr Thomas had attended meetings and reported on their fundraising plans for next year.

22.135 **CORRESPONDENCE RECEIVED** was Noted:

- 135.1 Query about cutting back of a tree over a private boundary. Clerk had responded.
- 135.2 Complaint about poorly maintained boundary and mess on private property adjacent to the shop. Clerk had responded.

22.136 **DATE OF NEXT MEETING** was Confirmed as Wednesday 14th December 2022. Apologies were received from Cllrs Thomas, Fowkes and Malcolm.

Meeting closed 20:30

Schedule of Receipts and Payments (22.133.3)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 22.69.1), as a statutory obligation, or under delegated powers with the relevant Minute shown against the item. No VAT is charged against receipts. Any VAT included in payments is reclaimed annually at year end. Where no VAT indicated, it was not charged by the supplier.

Receipts:

- a) Northborough Community Association: cleaning contract, October 2022, £411.63

Payments:

- b) Starboard Systems Ltd: Scribe Accounts and Cemetery software annual subscription, £907.20 incl VAT
- c) Staff Basic Pay for October 2022, £1,451.21 (paid by standing order)*
- d) HMRC: PAYE/NI October 2022, £14.82
- e) Staff salary adjustments October 2022, £186.90
- f) NEST: Employee/employer pension contribution October 2022, £62.45 (direct debit)*
- g) Orion Business Centres: burial records transfer project, £187.20 inc VAT
- h) Richard Harding: Contracted grounds maintenance and grass cutting October 2022, £982.50
- i) Richard Harding: Additional contract cost for change to rebated diesel October 2022, £100.00
- j) Richard Harding: Soil disposal (22.129.3.a), £200.00
- k) Richard Harding: Install plot markers and dispose of turf (22.129.3.b), £150.00
- l) Richard Harding: Installation/delivery of benches (22.129.3.c), £300.00
- m) Biffa Waste Management Ltd: cemetery waste, October 2022, £22.45 inc VAT (direct debit)*
- n) Lloyds Bank plc: monthly debit card fee, October 2022, £3.00 (auto card)*
- o) HP Print: ink subscription for printer, October 2022, £9.99 inc VAT (auto card)*

John Treble
Chairman

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