

Minutes of a Meeting of Northborough Parish Council held on Wednesday 7th December 2022
 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley

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

PUBLIC FORUM: Police Sergeant Steve Rose, Peterborough Neighbourhoods Northern Police Liaison Officer, attended. He introduced himself and informed NPC of the current drive for engagement between police and residents. There will be an opportunity for residents and Councillors to meet with the local PCOs and PCs in 2023 (dates TBC) to find out more about local policing, ask questions and to raise any concerns.

22.137 **MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 9th November 2022** were confirmed as a true record.

22.138 **COUNCILLOR VACANCIES:** No applications received; item carried forward.

22.139 **DECLARATIONS OF INTEREST:** None.

22.140 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None.

22.141 **GOVERNANCE:**

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

- a) Christmas tree lights £106.56 (Minute 22.131.3)
- b) Wildflower bulbs, £184.99 incl delivery (Minute 22.132.3)
- c) Christmas tree, £300.00 (Minute 22.131.3)
- d) Publicity flyers for Christmas celebrations, £73.20 (Minute 22.131.3)
- e) Key cutting (flagpole, John Dadge expenses), £12.00.
- f) Shrubs for green burial area, £57.45 (Minute 22.132.3)
- g) 'Yellow Book' on Local Council Administration - latest edition, £141.80 incl postage

141.2 *Dates of scheduled council and committee meetings for 2023* were confirmed.

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

142.1 *45 Granville Avenue:* appeal to Secretary of State: It was noted that NPC had previously commented on the application and no new comments were proposed for submission regarding the appeal.

22.143 **Exclusion of the Press and Public:** No members of the Press or Public were present.

22.144 *Staffing matters related to the change of Clerk* were resolved. The new Clerk was welcomed, and all members expressed their gratitude for Catherine Franks, the previous Clerk, for the unstinted service she provided NPC, and her support to the Council and the community during her time as Clerk.

22.145 **Re-Admittance of the Press and Public:** No members of the Press or Public were present.

22.146 **FINANCE:**

146.1 A bank mandate to remove the outgoing Clerk and add the new Clerk as Key Contact and Administrator to the bank account was approved, and signed by Cllrs Dadge, Spinks and Malcolm.

146.2 The attached *schedule of receipts and payments* was approved or payment.

22.147 REPORTS FROM COUNCILLORS AND CLERK:

147.1 Reports from councillors on actions outstanding.

- a) Chair reported PECT had scarified, seeded and planted snowdrops along Maxey Road and bullrushes are due to be planted in the wetland area in Paradise Lane. There will be a presentation in January to review the new organisational structure of PECT to which representatives of NPC will be invited. The shrubs are due to be planted in the Green Burial area in the Cemetery and a sign will be placed on the churchyard wall inviting members of the public to join Cllr Dadge in the planting **ACTION – Cllr Dadge** to draft a post for Clerk to publish on Facebook page.
- b) Chair reported John from PECT is moving on and all members recognised all that he has done for the village and agreed to express their thanks to him with a letter and gift. **ACTION – Cllr Dadge** to draft a note of thanks and clerk to prepare the letter.
- c) Cllr Dadge thanked all Members for the contributions to the Christmas tree lights switch on. **ACTION – a write up** to be prepared for the Village Tribune.
- d) The replacement of the Cemetery gate was discussed. **ACTION – Cllr Fowkes** to create a sketch with dimensions to provide for quotes for the new gate.
- e) A parishioner has chosen a design for a memorial bench. **ACTION – Clerk** to purchase and parishioner to reimburse NPC.

147.2 Report from Clerk on items not covered elsewhere on the agenda.

- a) Clerk reported items covered to date in the handover from the previous Clerk and the items left to cover.

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

- a) Northborough Community Association AGM, report from the council's representative
The whole Village Hall Committee has stood down. Cllr Spinks provided NPC and the Clerk with the new committee list.
- b) It was reported the date for the Annual Parish meeting is not showing on the Village Hall Website bookings page. **ACTION – Clerk** to contact bookings officer.
- c) Cllr Dadge reported that he has a meeting with the new Chair of the Village Hall Committee scheduled to discuss the Village Hall lease renewal.
- d) Cllr Dadge reported that he is meeting Catherine Franks to express thanks on behalf of NPC.

22.148 CORRESPONDENCE RECEIVED:

248.1 Correspondence received from Cllr Peter Hiller regarding Boundary Commission England's recommendations for both Peterborough and North West Cambridgeshire constituency boundaries. **ACTION – Clerk** to submit comment of support for the proposal on behalf of NPC.

22.149 **NEXT MEETING:** The date of the next Council meeting was confirmed as Wednesday 11th January 2023.

There being no further business the Meeting closed at 8.15pm.

Abbreviations used in these Minutes:

NPC Northborough Parish Council

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (22.146.2)

MINUTES

Northborough Parish Council

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, November 2022, £411.63
- b) Central England Coop (Scholes): burial fees, £575.00 (cheque)

Payments:

- c) Seasons Outlet: Christmas tree lights, £84.97 incl VAT(22.141.1.a)*
- d) Amazon Marketplace; Christmas tree lights, £21.59 incl VAT (22.141.1.a)*
- e) Boston Seeds Ltd: wildflower bulbs £184.99 incl VAT (22.141.1.b)*
- f) Nuntons Trees: Christmas tree, £300.00 (22.141.c)*
- g) AM Kreative Media Ltd: Printing and distribution, £73.20 incl VAT (22.141.d)*
- h) John Dadge: reimburse expenses (key-cutting), £12.00 (22.141.1.e)
- i) Willowbrook Plants Helpston: Shrubs, £57.45 (22.141.1.f)*
- j) Village Tribune: editorial etc for 2023, £300.00
- k) Staff Basic Pay for November 2022, £1,451.21 (paid by standing order)*
- l) HMRC: PAYE/NI November 2022, £119.23
- m) Staff salary adjustments November 2022, £834.97
- n) NEST: Employee/employer pension contribution November 2022, £95.89 (direct debit)*
- o) SLCC Bookshop: 'Yellow Book', £141.80 (22.141.g), £141.80*
- p) Richard Harding: Contracted grounds maintenance and grass cutting November 2022, £982.50
- q) Richard Harding: Additional contract cost for change to rebated diesel November 2022, £100.00
- r) Biffa Waste Management Ltd: cemetery waste, November 2022, £22.45 incl VAT*
- s) Lloyds Bank plc: monthly debit card fee, November 2022, £3.00 (auto card)*
- t) HP Print: ink subscription for printer, November 2022, £9.99 incl VAT (auto card)*
- u) Biffa Waste Management Ltd: December 2022, £44.90 incl VAT (direct debit)*

NB. Payment to **Starboard Systems Ltd** approved at the last meeting was made in error and will be credited to the next invoice, expected February 2023.

John Dadge
Chairman