

Minutes of the **Annual Meeting of Northborough Parish Council** held on **Wednesday 11th May 2022** from **7.00pm**, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Catherine Franks

22.54 ELECTIONS AND DECLARATIONS OF OFFICE:

- 54.1 Election of Chair for the year 2022/23: Cllr Dadge was Proposed by Cllr Spinks, Seconded by Cllr Spriggs and duly Elected.
- 54.2 Election of Vice-Chair for the year 2022/23: Cllr Spinks was Proposed by Cllr Dadge, Seconded by Cllr Chiva and duly Elected. Chair thanked Cllr Spinks for his support and efforts as Vice Chair over several years to date.
- 54.3 Declarations of Acceptance of Office were signed by Chair and Vice-Chair and witnessed by the Clerk.

22.55 DECLARATIONS OF INTEREST:

- 55.1 Submission of any amended Declarations of Member's Interests forms. None
- 55.2 Declarations of interest in items on the agenda: Cllr Spinks declared an interest in Item 22.68.1 as his wife is a member of the Parochial Church Council.

22.56 MINUTES OF THE PREVIOUS MEETING, held on Wednesday, 13th April 2022, were Proposed by Cllr Spinks, Seconded by Cllr Thomas and Confirmed as a true record, with one inaccuracy corrected in the Receipts and Payments Schedule.

22.57 PUBLIC FORUM: None

22.58 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None

22.59 COUNCILLOR VACANCIES:

- 59.1 Councillors noted with regret the resignation of Councillor Hayley Flaxman for personal reasons.
- 59.2 No applications were received for co-option. Two vacancies carried forward.

22.60 COUNCILLOR RESPONSIBILITIES: The portfolio of responsibilities for the year 2022/23 was reviewed and confirmed with no amendments from the previous year.

22.61 COMMITTEES AND WORKING PARTIES: Terms of Reference for:

- 61.1 Burial Grounds Committee: Proposed by Cllr Thomas, Seconded by Cllr Fowkes and Re-Adopted with no change to membership. One vacancy on the committee was noted.
- 61.2 Working Parties:
 - a) General – Proposed by Cllr Dadge, Seconded by Cllr Spinks and Re-adopted with no change to membership (all councillors).
 - b) Finance and Governance – Proposed by Cllr Malcolm, Seconded by Cllr Spinks and Adopted, membership to comprise Cllrs Dadge and Malcolm and the Clerk.

22.62 APPOINTMENT TO OUTSIDE BODIES: Parish council representation was confirmed on:

- 62.1 Village Hall Management Committee – Cllr Spinks.



- 62.2 Police Liaison Groups – Cllr Dadge, and Neighbourhood Watch – Cllr Chiva.
- 62.3 Parish Council Liaison Group (PCC/GNRP) – Cllr Thomas.
- 62.4 Peterborough Parish Council Forum (CAPALC) – Forum now suspended.

22.63 SCHEDULE OF COUNCIL MEETINGS:

- 63.1 Dates and venue of scheduled council meetings (as second Wednesday of every month except August, starting at 7.00pm, held at the Village Hall), were Noted and re-confirmed.
- 63.2 Arrangements for hosting of Annual Village Meeting 14th May 2022 were confirmed: Cllr Thomas to lead on greeting and serving of refreshments, with help from Cllrs Chiva and Spinks, and Chris Dadge. All available councillors and Clerk to arrive by 9.00 to set up. Cakes kindly provided by Jess Phillips.
- 63.3 Potential date options for the Annual Village Meeting 2023. Carried forward to next meeting.

22.64 REGULATORY DOCUMENTS:

- 64.1 Standing Orders – Proposed by Cllr Thomas, Seconded by Cllr Chiva and Re-Adopted.
- 64.2 Financial Regulations – Proposed by Cllr Chiva, Seconded by Cllr Dadge and Re-adopted.
- 64.3 Code of Conduct (new) – Proposed by Cllr Dadge, Seconded by Cllr Thomas and Adopted.
- 64.4 Emergency Delegated Powers – Proposed by Cllr Dadge, Seconded by Cllr Malcolm and Re-adopted.

22.65 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 65.1 The current and updated Asset Register was Noted for insurance purposes.
- 65.2 Renewal of insurance policy agreement was Noted for the second year of a three-year long-term agreement, including insurance for Jubilee event at no additional cost.

22.66 PLANNING APPLICATIONS considered:

- 66.1 22/00430/HHFUL: 3 Lincoln Road, Single storey rear extension. No comment.
- 66.2 22/00552/HHFUL: 24 Church View, Single storey rear extension and single storey front extension to connect dwelling to detached garage involving demolition of rear conservatory. No comment.

22.67 VILLAGE AMENITIES AND MAINTENANCE:

- 67.1 *Playing field:*
 - a) The draft contract for 2022/23 with Glinton & Northborough Football Club for use of the playing field was considered. Cllr Malcolm proposed amendments relating to risk and insurance and it was Agreed to put these to the Club. Clerk recommended putting the contract on a rolling basis to prevent the need for annual renewal. Also, permission had been sought by the Club to hold a presentation event on 25th June; the details and risk assessment being the same as in 2021, this was Approved.
 - b) Approval for the PChC (SOS St Andrews) to run a Dog Show on Saturday 16th July was Proposed by Cllr Malcolm, Seconded by Cllr Thomas and RESOLVED, subject to an appropriate risk assessment, which Cllr Malcolm had worked on with the organiser.
 - c) The waiving of trading licence charges for approved events was Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED.
 - d) Additional work around the village hall, instructed by the Clerk under delegated powers at cost of £100 was Noted.
- 67.2 *Street furniture:* Clerk advised that Richard Harding had been instructed to install the two replacement benches in Church Street, and litter bin at Paradise Lane as soon as possible, cost to be advised. Disposal of the assets was discussed. It was Proposed by Cllr Dadge to offer the old benches for sale. Counter-proposed by Cllr Fowkes to donate one bench to Greens Garage in appreciation of the level of support provided to the council. This proposal Seconded by Cllr Spinks and RESOLVED. Proposed by Cllr Dadge to invite offers for the remaining bench. Seconded by Cllr Chiva and RESOLVED. **ACTION– John Dadge** to produced sale notices; **Clerk** to amend contractor instruction to relocate existing bin further down Paradise Lane.
- 67.3 *Bulky waste:* The council's inclusion in a trial for a permit to take bulky waste to the recycling

centre on behalf of residents was Noted. Ability to offer the service currently delayed due to technical issues at PCC.

22.68 JUBILEE EVENTS:

- 68.1 Picnic on the Park: Cllr Thomas updated that most arrangements were in place, and number of volunteers slowly increasing. Local groups were well engaged with demonstrations confirmed. First Aid cover was still a challenge with alternative options being investigated.
- 68.2 Flower Festival: An application for a grant of £500 towards the cost of materials was considered, for this community, not fund-raising, event at the church. Proposed by Cllr Dadge, Seconded by Cllr Thomas and RESOLVED to award the full amount, with the proviso that the event be well promoted and acknowledge the council's contribution.

22.69 FINANCE:

- 69.1 The schedule of regular payments to suppliers for the ensuing year was Proposed by Cllr Malcolm, Seconded by Cllr Spinks and RESOLVED.
- 69.2 A transfer from current to deposit account of £15,000 was Proposed by Cllr Thomas, Seconded by Cllr Spinks and RESOLVED.
- 69.3 Receipts and payments according to the attached schedule were Proposed by Cllr Spinks, Seconded by Cllr Chiva and RESOLVED.

22.70 REPORTS FROM COUNCILLORS AND CLERK:

- 70.1 Reports from councillors on portfolio of responsibilities and actions outstanding.
 - a) Cllr Malcolm extended an invitation to councillors to walk and inspect the footpaths included in the recent Environmental Projects proposal (Minute 22.48.1). Date to be confirmed.
- 70.2 Report from Clerk on items not covered elsewhere on the agenda. None
- 70.3 External meetings, conferences and training – upcoming dates were noted:
 - a) Peterborough Parish Council Conference, 8th June – Chair attending.
 - b) Police and Crime Commissioner's Virtual Roundtable, 11th July – Chair or Cllr Thomas to attend.

22.71 CORRESPONDENCE RECEIVED:

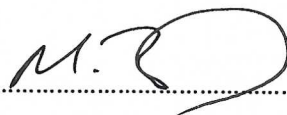
- 71.1 Grass-cutting: A complaint about Pasture Lane verges and a query about Paradise Lane had been received and were discussed. Chair to liaise with enquirer regarding Paradise Lane, Vice Chair to speak with complainant about Pasture Lane.

22.72 NEXT MEETING:

Date of the next Council meeting was confirmed as Wednesday 8th June 2021.

Meeting closed at 21:00

Approved as a true record of the meeting:



Vice

Chair, 8th June 2022

Abbreviations used in these Minutes:

CAPALC – Cambridgeshire & Peterborough Association of Local Councils

GNRP – Good Neighbours Rural Peterborough

NALC – National Association of Local Councils

PCC – Peterborough City Council

PChC – Parochial Church Council

Schedule of Receipts and Payments (22.69.3)

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. Items marked ^ relate to the Jubilee party in the park event and are paid under powers delegated at Minute 22.49.

Receipts:

- a) Parker-Brown: Burial fees, £600.00
- b) Amo La Pizza: trading licence, £20.00
- c) Sarsby: Burial fees, £40.00 (cheque)
- d) Northborough Community Association: cleaning contract, April 2022, £411.63
- e) HMRC: VAT refund Jan2021-Mar2022, £2,019.59

Payments:

- f) Staff Basic Pay for April 2022, £1,451.21 (paid by standing order)*
- g) HMRC: PAYE/NI April 2022, £91.90
- h) Staff salary adjustments April 2022, £384.76
- i) NEST: Employee/employer pension contribution April 2022, £79.05 (direct debit)*
- j) Lloyds Bank plc: monthly debit card fee, April 2022, £3.00 (auto card)*
- k) HP Print: ink subscription for printer, April 2022, £9.99 (auto card)*
- l) Peterborough City Council: temporary events licence, £21.00 (card)^
- m) Takepayments: monthly subscription for card receipts scheme, April 2022, £20.40 (direct debit)*
- n) Barclaycard: monthly card receipts scheme fee April 2022, £5.76 (direct debit)*
- o) Richard Harding: Contracted grounds maintenance and grass cutting April 2022, £982.50*
- p) Richard Harding: Additional contract cost for change to rebated diesel April 2022, £100.00
- q) Biffa Waste Management Ltd: cemetery waste, April 2022, £67.36*
- r) Zurich Municipal Insurance: annual insurance premium, £826.12
- s) AM Kreative Media Ltd: Jubilee flyers and distribution, £86.40 inc VAT^
- t) AM Kreative Media: Annual Village Meeting flyers and distribution, £86.40 inc VAT
- u) Orion Business Centres Ltd: burial records transfer, £655.20 inc VAT
- v) Richard Harding: Leaf clearance and furniture reinstatement (village hall), £100.00
- w) Nationwide Amusements Ltd: Jubilee entertainment (balance), £1,605.00 inc VAT^
- x) Spectrum Entertainments: Jubilee entertainment, £300.00^
- y) Penny Stevens: Jubilee entertainment, £200.00^
- z) Ray Saunders Ltd (Prince William Pottery): Jubilee mugs, £243.36 inc VAT^
- aa) Parochial Church Council: grant award for Flower Festival: £500.00
- bb) John Dadge: reimburse cost of plants for Village Planters, £66.67