

Minutes of a Meeting of Northborough Parish Council held on Wednesday 13th July 2022
from 7.00pm at Northborough Village Hall

MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Tracy Thomas, Graham Fowkes, Mark Malcolm, Robert Chiva (from 19:17, Minute 22.93.1)

IN ATTENDANCE: Clerk Catherine Franks

APOLOGIES FOR ABSENCE: Councillor Brian Spriggs (health)

22.86 **DECLARATIONS OF INTEREST:** Cllr Malcolm declared a pecuniary interest in Item 22.92 as the applicant and owner of the property.

22.87 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday, 8th June 2022 were Proposed by Cllr Spinks, Seconded by Cllr Thomas, Confirmed as a true record and signed by the Chair.

22.88 **PUBLIC FORUM:** None

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

22.90 **COUNCILLOR VACANCIES:** No applications were received for co-option, carried forward.

22.91 **GOVERNANCE:**

91.1 The report of the Internal Auditor for year ending 31st March 2022 was Noted. Chair thanked the Clerk for her work in helping the council reach a point where the audit found nothing of concern. Note was made of recommendations: to more clearly minute any agreement to increase expenditure on a project; and to use an amended payment schedule, which would be implemented.

91.2 Purchase made by the Clerk under delegated powers:

a) Emergency repairs to children's play area fencing, £75.00. Noted

22.92 **PLANNING:**

92.1 22/00911/HHFUL: Old School House, 1 Lincoln Road, Conversion of garage/carport roof space to annex, including erection of external staircase and installation of dormer windows, rooflights and solar panels. Installation of solar panels to main dwelling. As invited, Cllr Malcolm outlined the reasons for his plans and then left the room for the remainder of this Item. There being no objections, it was Proposed by Cllr Dadge, Seconded by Cllr Fowkes and RESOLVED to express support for the development, for use in association with the existing dwelling.

22.93 **VILLAGE AMENITIES AND MAINTENANCE:**

93.1 The current schedule of outstanding maintenance jobs as circulated was Noted, also the Clerk's intention to meet with Richard Harding to review progress.

93.2 *Playing field:* A report by Cllr Fowkes on the state of the children's play area fencing was considered, along with comments received from the council's contractor. It was Proposed by Cllr Fowkes, Seconded by Cllr Spinks and RESOLVED to instruct Richard Harding for urgent repair three panels in poor condition, to be costed following a site meeting with Cllrs Fowkes and Dadge, also to obtain a quote from the same contractor for repainting at a later date.

93.3 *Speed signs:* Cllr Spinks outlined his proposal for purchase of solar-powered moveable vehicle-activated speed (MVAS) indicators to replace the old models currently in situ, which were in

GPF

poor working order and/or needed recalibrating. Clerk reported that indicative cost was £2.5k per unit and after discussion it was agreed that further research was required particularly via PCC and Speedwatch. **ACTION – Malcolm Spinks and John Dadge.** In addition at this point, Chair advised that he was arranging new Speedwatch training for councillors and any volunteers; one resident had expressed interest and others were welcome to contact the Chair ASAP.

Shortly into the next Item (19:48), the meeting was suspended due to the volume of a band practice in the main hall which made it impossible to hear normal speech. The playing field also being considered unsuitable, the meeting was reconvened at 20:05 at the Old School House, 1 Lincoln Road, thanks to the generosity of Cllr Malcolm.

93.4 *Environmental projects:* Council considered

- a) Three motions taken together and leading to seeking help from volunteers to prepare and seed further grassed areas with wildflowers at a cost of £250 exc VAT; treating the corner of Clare Road and Claypole Drive (known as Bill Wells' corner) as a central point from which new wildflower areas could radiate. Proposed by Cllr Chiva, Seconded by Cllr Dadge and RESOLVED.
- b) A motion to create a show area of the open space triangle on the northwest corner of Deeping St James Road and Lincoln Road with seeding and bulb planting in consultation with PECT, cost £600 exc VAT. Proposed by Cllr Chiva, Seconded by Cllr Dadge and RESOLVED.
- c) To allow the placing of bird and bat boxes in trees on the playing field and other NPC-maintained green spaces. Proposed by Cllr Chiva, an amendment Proposed by Cllr Dadge to include bird and bat boxes on the village hall also. Proposal and amendment Seconded by Cllr Malcolm and RESOLVED.
- d) It was Noted that PECT volunteers would be in the village on 5th August to help with projects as approved by the council.

93.5 *Green Burial area:* The Burial Committee's decision to allocate an area in the North West corner of the cemetery for 'green' burials was Noted. Plans for appropriate planting with the help of volunteers and in consultation with PECT, at a cost of £600 exc VAT were Proposed by Cllr Dadge, Seconded by Cllr Spinks and RESOLVED. It was hoped that PECT could include this work on 5th August as noted in 22.93.4.d above.

22.94 **QUEEN'S JUBILEE:** A motion to install a commemorative plaque in the cemetery wall as for previous Jubilees, at a cost of £395 approx excl lettering, installation and VAT from the same stonemason was Proposed by Cllr Spinks, Seconded by Cllr Chiva and RESOLVED. **ACTION – Cllr Thomas** to approach City Cllr Hiller for funding.

22.95 **Exclusion of the Press and Public:** It was RESOLVED that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the next item of business, the Press and Public be excluded from the Meeting.

22.96 An outstanding legal matter was discussed with no resolution made.

22.97 **Re-Admittance of the Press and Public:** It was RESOLVED that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting.

22.98 **FINANCE:**

98.1 An increase to £250 of the single transaction value for use of the council credit card (see Financial Regulations 6.18, 6.20) was Proposed by Cllr Malcolm, Seconded by Cllr Dadge and RESOLVED

98.2 A partial Finance report for quarter ending 30th June 2022 was presented and Noted.

APF

98.3 Receipts and payments according to the attached schedule were Proposed by Cllr Spinks, Seconded by Cllr Malcolm and RESOLVED.

22.99 REPORTS FROM COUNCILLORS AND CLERK:

99.1 *Reports from councillors* on portfolio of responsibilities and actions outstanding.

- a) Chair reported receipt of shelf racking for the shed (Minute 22.80.2) and asked for help with installation.

99.2 *Report from Clerk* on items not covered elsewhere on the agenda.

- a) A complaint from GNFC that another club was using the field for training had been resolved amicably through contact with two Deeping Clubs. As a result, Deeping United had requested permission to use the field for their U7-U10 training sessions. It was Agreed to permit in principle subject to agreement by GNFC and a reasonable charge.

ACTION – Clerk to liaise.

- b) Grounds maintenance quote requests had been sent to four companies including the incumbent Richard Harding Landscaping. Deadline given as August bank holiday for decision at council in September.

99.3 *External meetings, conferences and training* – upcoming dates and receive reports. None.

22.100 CORRESPONDENCE RECEIVED:

100.1 Enquiry had been received about holding a classic car show on the playing field in 2023.

Councillors agreed in principle to give permission, subject to further information on proposed dates, etc.

100.2 Email from resident of Castle Drive about overgrowth from Clare Road footpath was Noted along with the Clerk's response referring to 2018 correspondence that clarified residents' responsibility for maintenance.

22.101 **DATE OF NEXT MEETING** was confirmed as Wednesday 14th September 2022. Apologies received from the Chair.

Meeting closed 21:00

Abbreviations used in these Minutes:

GNFC – Glington and Northborough Football Club

NPC – Northborough Parish Council

PECT – Peterborough Environment City Trust

Approved as a true record of the meeting: *G.P. Leach* Chair, 26th September 2022

Schedule of Receipts and Payments (22.98.3)

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) John Lucas Funeral Directors: burial fees, £275.00
- b) Northborough Community Association: cleaning contract, June 2022, £411.63
- c) Unity Trust Bank: quarterly deposit account interest, £31.28

Payments:

- d) Staff Basic Pay for June 2022, £1,451.21 (paid by standing order)*
- e) HMRC: PAYE/NI June 2022, £NIL
- f) Staff salary adjustments June 2022, £71.67
- g) NEST: Employee/employer pension contribution June 2022, £52.69 (direct debit)*
- h) Orion Business Centres Ltd: burial records transfer project, £382.18 inc VAT
- i) Canalbs Ltd: Internal audit report, £166.17
- j) Lloyds Bank plc: monthly debit card fee, June 2022, £3.00 (auto card)*
- k) HP Print: ink subscription for printer, June 2022, £9.99 inc VAT (auto card)*
- l) Takepayments: monthly subscription for card receipts scheme, June 2022, £0.68 (direct debit)*
- m) Barclaycard: monthly card receipts scheme fee June 2022, £5.76 (direct debit)*
- n) Dropbox: annual subscription data cloud storage, £95.88 inc VAT (auto card)*
- o) Unity Trust Bank: quarterly current account banking fee, £18.00*
- p) Richard Harding: Contracted grounds maintenance and grass cutting June 2022, £982.50
- q) Richard Harding: Additional contract cost for change to rebated diesel June 2022, £100.00
- r) Richard Harding: Emergency repairs to children's play area fencing, £75.00
- s) Biffa Waste Management Ltd: cemetery waste, June 2022, £44.90 inc VAT*
- t) Biffa Waste Management Ltd: waste bins for Jubilee event, £144.00 inc VAT
- u) BigDUG Limited: shelf racking for shed (Minute 22.80.2), £233.99 incl VAT
- v) John Dade: Jubilee expenses – materials for stage steps, £54.18

Items t) and v) ordered under powers delegated at Minute 22.49 for the Jubilee Party on the Park

GPF