

Northborough Parish Council

Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 10th May 2023 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley

APOLOGIES FOR ABSENCE: None

23.43 ELECTIONS AND DECLARATIONS OF INTEREST:

- 43.1 It was **resolved** to elect Cllr Dadge as Chair for the year 2023/24.
- 43.2 It was **resolved** to elect Cllr Spinks as Vice-Chair for the year 2023/24.
- 43.3 Declaration of Acceptance of Office was signed by Cllr Dadge (Chair) and Cllr Spinks (Vice-Chair).
- 43.4 Declaration of Acceptance of Office was signed by all members.

23.44 DECLARATIONS OF INTEREST:

- 44.1 Members submitted Declarations of Members Interests forms.
- 44.2 Cllr Malcolm declared an interest in item 23.60.2. No written requests for dispensations for disclosable pecuniary interests were granted.

23.45 **MINUTES OF THE PREVIOUS MEETING**, held on 12th April 2023, were approved, and signed as a true record by the Chair.

23.46 PUBLIC FORUM: Three members of the public were present.

Disappointment was expressed over the lack of NPC's involvement in the King's Coronation events. The Council explained that the decision was taken not to put on an event so as not to conflict with the ones organised by St Andrew's Church, Northborough Community Association and other local events including a large event in Ginton. The Chair reported that NPC had provided both organisations with a grant for their events.

The members of the public asked if NPC could help facilitate the re-opening of The Pack Horse Public House. The Chair reported that two other members of the public had been in touch with the same enquiry and explained that NPC is not able to help with funding as it has no powers to do so but it could make an application to PCC to register The Pack Horse as an Asset of Community Value and will consider this at a future meeting if sufficient interest is shown at the Annual Parish Meeting on 20th May 2023.

23.47 **TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None present.

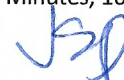
23.48 COUNCILLOR VACANCIES:

- 48.1 One application was received. It was unanimously **resolved** to co-opt Robert Chiva, who signed the Declaration of Acceptance of Office and joined the meeting as Cllr Chiva at this point.

23.49 COUNCILLOR RESPONSIBILITIES:

- 49.1 Members confirmed portfolio responsibilities for the year 2023/24. **ACTION – Clerk** to make one amendment to add Jane Knott as a member of the Burials Committee.

23.50 **COMMITTEES AND WORKING PARTIES:** Members confirmed membership and **resolved** to re-adopt Terms of Reference for:



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- 50.1 Burial Grounds Committee
- 50.2 Working parties:
 - a) General
 - b) Finance and Governance

23.51 APPOINTMENT TO OUTSIDE BODIES: Members agreed Council representation on:

- 51.1 Village Hall Management Committee: Cllr Dadge
- 51.2 Police Liaison Groups and Neighbourhood Watch: Cllr Thomas
- 51.3 Parish Council Liaison Group (PCC/GNRP): It was noted that the dates of this meeting changed to that of NPC meetings. **ACTION – Clerk** to check dates.

23.52 SCHEDULE OF COUNCIL MEETINGS:

- 52.1 It was agreed to change the month when no meeting is held from August to September. Members confirmed dates and venue of scheduled Council meetings as second Wednesday of every month except September, starting at 7.00pm in Northborough & Deeping Gate Village hall. **ACTION – Clerk** to publish updated meeting dates.
- 52.2 Arrangements for hosting of Annual Parish Meeting, 20th May 2023 were confirmed. **ACTION – Cllr Dadge** to contact VHCA regarding refreshments.
- 52.3 Members agreed potential date for the Annual Village meeting 2024 as Saturday 18th May 2024. **ACTION – Clerk** to book the Village Hall.

23.53 REGULATORY DOCUMENTS: It was resolved to re-adopt:

- 53.1 Standing Orders
- 53.2 Financial Regulations
- 53.3 Code of Conduct

23.54 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 54.1 Current Asset Register for insurance purposes was noted. **ACTION – Clerk** to make discussed amendments.
- 54.2 Renewal date of 1st June 2023 of insurance policy agreement for third year of three-year long-term agreement was noted.

23.55 GOVERNANCE:

- 55.1 *To consider draft contracts for NPC employees other than the Clerk:* It was decided to postpone this item to June's meeting. **ACTION – Clerk** to send job descriptions to Cllr Dadge.
- 55.2 Receipt of JPAG's Practitioners Guide 2022 was noted.

23.56 PLANNING, to consider planning applications:

- 56.1 Application 23/00486/CTR, 42A Church Street was considered: Ash Tree- overall 2 reduction of large lateral limb over hanging the road which will require a 2-4m reduction to remove risk of failure and line/wire clearance. Acacia Tree- 1m reduction to reduce stress and improve amenity. 2 x Yew Tree- 2m overall reduction to improve form and shape. It was agreed NPC has no objections to this application subject to PCC's Tree Officer supporting the proposal. **ACTION – Clerk** to submit response to PCC Planning Services.

23.57 VILLAGE AMENITIES AND MAINTENANCE:

- 57.1 Playing Field:
 - a) *To approve and sign the contract for 2023/24 with Glington & Northborough Football Club for use of the playing field:* It was noted the contract was amended to a rolling contract in 2022.
- 57.2 Outstanding maintenance was discussed. **ACTION – Clerk** to order posts for verge in Church Street. **ACTION – Cllr Fowkes** to shape tops when received/
- 57.3 Outstanding Councillors actions were discussed. **ACTION – Clerk** to update list and send to Councillors.
- 57.4 'No Mow May' initiative for 2024 was discussed. It was decided to add the item to the Agenda for the Annual Parish Meeting to gauge residents' opinions. It was suggested the initiative could be



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adopted for certain grass areas within the Village rather than all. **ACTION – Cllr Dadge** to consider options for areas to be cut and areas to be left uncut for the month of May 2024.

- 57.5 The installation of signs to address dog mess along the school path near Church View was considered. Cllr Thomas proposed the installation of signs and to trial one dog poo bag dispenser. **ACTION – Cllr Thomas** to research signs and dispensers.

23.58 FINANCE:

- 58.1 *To approve the schedule of regular payments to suppliers for the ensuing year:* Postponed until June's meeting.
- 58.2 Receipts and payments according to the attached schedule were approved.
- 58.3 The purchase of new work laptop for the Clerk was considered. Members discussed purchasing a shared laptop with Maxey Parish Council. **ACTION – Clerk** to add to the next Agenda for MPC.

23.59 REPORTS FROM COUNCILLORS AND CLERK:

- 59.1 *Reports from Councillors on actions outstanding:*
- a) Cllr Spinks reported an issue with low tree branches obstructing the contractor from effectively cutting the grass verges. **ACTION – Clerk** to contact PCC.
 - b) Cllr Spinks reported all the village planters now have 'owners' and a WhatsApp group has been set up. It was agreed that the budget for each planter is in the sum of £20.00. **ACTION – Cllr Spinks** to arrange for the planting to be complete by the end of May 2023.
 - c) Cllr Dadge reported he will obtain another quotation for pergolas, for installation in the Cemetery, for consideration at the June meeting.
 - d) Cllr Fowkes reported he is looking into options for information plaques to be installed in the village. **ACTION – Cllr Fowkes** to bring a proposal to the next meeting.
- 59.2 *Report from Clerk on items not covered elsewhere on the agenda.*
- a) Deeping Gate Parish Council had enquired as to whether it would be possible for Deeping Parish to join NPC's Police Engagement visit on 19th August. Members agreed. **ACTION – Clerk** to inform DGPC.
 - b) Sergeant Rose of the Police Engagement team is on secondment until July and his role is being fulfilled temporarily by Sergeant Matt Davis.
- 59.3 *External meetings, conferences, and training – to note upcoming dates and receive reports:*
- a) Northborough & Deeping Gate village Hall Committee. Next meeting, 31st May 2023.

23.60 CORRESPONDANCE RECEIVED:

- 60.1 Langdyke Countryside Trust: The date of the Langdyke Countryside Trust Blitz on 18th June 2023 was noted and the request to display posters in the Village noticeboards was approved.
- 60.2 Anglian Water: Pipelaying work on the new water main network linking Grantham, Peterborough and Bexwell, due to be completed next year was noted.
- 60.3 Resident and PCC: It was noted that the bollards on Old Lincoln Road had been damaged by a vehicle and PCC Highways department had made an initial repair with a final repair being scheduled when parts arrive.
- 60.4 Mayor's Office: The invitation to the Mayor's Farewell Jolly on 20th May 2023 was noted.
- 60.5 Resident: The issue of dog mess on the path on the school path near Church View – see item 23.57.5. The resident also raised the issue of an overgrown laurel bush on Church View. It was reported that the land belongs to the electricity board. **ACTION – Clerk** to contact the electricity board.
- 60.6 Glington and Northborough Football Club: The repositioning of the storage container at the Village Hall was noted. It was agreed that the position is acceptable to NPC and the Council are satisfied that should issues arise regarding the new position GNFC will take measures to mitigate.
- 60.7 Resident: The damaged dog waste bin near the new 'Wet Area' and the vandalised benches in Paradise Lane were discussed. It was agreed that the benches are in poor condition and dog bin damaged. An alternative position for the dog waste bin was discussed. **ACTION – Cllr Dadge** to respray the benches. **ACTION – Cllr Dadge** to take a photograph of the bin and report the issue on Fix My Street. It was agreed the position of the bin will be reviewed at a future meeting.

23.61 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 14th June 2023**.

There being no further business the Meeting closed at 8.30pm.

Approved as a true record of the meeting:  Chair, 14th June 2023

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

PCC – Peterborough City Council

SOS – Save Our St Andrew's

NCA – Northborough Community Association

DPO – Data Protection Officer

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

AGAR – Annual Governance & Accountability Return

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (23.58.2)

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) Burial fees: Ashes internment, £600.00
- b) Burial fees: Grant renewal, £40.00
- c) Northborough Community: Village Hall Cleaning Contract, £411.63
- d) Smiths Funeral Directors: Grant and burial fees, £800.00
- e) Peterborough City Council: 1st Instalment of Parish Council Precept, £12,914.75
- f) Peterborough City Council: 1st Instalment for Parish Recreation Grounds, £5,525.00
- g) Peterborough City Council: 1st Instalment for Parish Burial Grounds, £4,436.25

Payments:

- h) HP: Printer Ink (April 2023), £9.99 incl VAT (auto card)
- i) Lloyds Bank plc: monthly debit card fee, April 2023, £3.00 (auto card)
- j) Unity Trust: Banking fees (January – March 2023): £18.00*
- k) Staff Basic Pay: April 2023, £1615.81*
- l) Biffa Waste Management Ltd: Cemetery waste collection (April), £51.19 incl VAT*
- m) Staff salary adjustment: April 2023, £105.96
- n) HMRC: PAYE/NI April 2023, £167.89
- o) NEST: Employee/employer pension contribution April 2023, £71.77 (direct debit)*
- p) Richard Harding: Contracted grounds maintenance and grass cutting April 2023, £982.50
- q) Richard Harding: Additional contract cost for change to rebated diesel April 2023, £100.00