

Northborough Parish Council

www.northborough-pc.gov.uk

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

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Minutes of a Meeting of Northborough Parish Council held on **Wednesday 12th April 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: Councillor Brian Spriggs (ill health)

PUBLIC FORUM: No members of the public were present.

MINUTES OF THE PREVIOUS MEETING, held on 8th March 2023, were approved, and signed as a true record by the Chair.

23.32 DECLARATIONS OF INTEREST: No declarations of interest were received.

23.33 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None present.

23.34 GOVERNANCE:

- 34.1 Members noted appointment of PKF Littlejohn as the external auditor of smaller authorities for the 5 financial years from 2022/23 to 2026/27 and the submission deadline for receipt of the approved AGAR and supporting documentation is Monday 3rd July 2023.
- 34.2 Members noted the date of 18th May 2023 for the 2022/23 internal audit.
- 34.3 Members **resolved** to approve and re-adopt the Capital Plan for period 2023/24 to 2027/28.
- 34.4 Members considered the renewal of domain northboroughpc.co.uk. It was **resolved** that the renewal is not necessary due to the low volume of hits. **ACTION – Clerk** to cancel the auto-renew.
- 34.5 *To consider the draft contracts and job descriptions for employees, other than the Clerk.* This item was postponed to the May meeting.
- 34.6 Members noted the Notice of Uncontested Election for Northborough and noted Councillors John Dadge, Malcolm Spinks, Mark Malcolm, Tracy Thomas, and Graham Fowkes have been re-elected and will take office on Tuesday 9th May 2023. It was noted that Councillor Brian Spriggs did not stand, and Councillor Robert Chiva was not able to submit his nomination papers during the prescribed timescale. All existing Councillors remain in office until Tuesday 9th May 2023.

23.35 PLANNING:

- 35.1 Members considered Application 23/00280/LBC, 44 Church Street (*incorrectly shown as High Street on the Agenda*) Street: Internal alterations to existing utility and shower rooms, including 2no. replacement external doors and frames, replacement boiler and flue, making good former flue exit, rebuilding of boundary wall. It was agreed that NPC has no objection to this application.
- 35.2 Members considered Application 23/00136/FUL, Land At Giddons Drove Track, Peakirk Road: Use of existing agricultural site to allow radio-controlled model aircraft to take off and land. It was agreed that NPC has no objection to this application.
- 35.3 Members considered Application 23/00235/LBC, 4 Lincoln Road: Demolition and rebuilding of the rear wall. It was agreed that NPC has no objection to this application.

- 35.4 Members considered Application 23/00349/HHFUL, 76 Lincoln Road: Single storey front and side extension and erection of garage. It was agreed that NPC has no objection to this application.

23.36 VILLAGE AMENITIES AND MAINTENANCE:

- 36.1 Members agreed the revised wording for the plaque to commemorate Queen Elizabeth II and noted the change to commemorate the life of the Queen rather than the reign: Her Majesty Queen Elizabeth II 1926 – 2022 In honour of your devoted service. **ACTION – Clerk** to instruct J G Cross.

23.37 COMMUNITY AND EVENTS:

- 37.1 Members decided on the nature of support to offer St Andrew's Church for the Coronation event. It was **resolved** that two grants be given to Save Our St Andrew's – one in the sum of £100.00 for the purchase of items required for the event and one in the sum of £150.00 for the purchase of Camomile edging to be planted by SOS along the Church footpath that was provided by NPC. It was agreed to lend SOS the Council's bunting. It was further **resolved** to provide a grant to NCA in the sum of £100.00 for the purchase of items needed for the Coronation event to be held in the Village Hall. **ACTION – Clerk** to inform SOS and NCA and to action.
- 37.2 Members noted the confirmed date for a visit from the Police Community Engagement Team of 19th August at 11am and considered the promotion of the visit to Parishioners. It was decided to include information in the next edition of The Village Tribune as well as an edition closer to the event, and to add the information to NPC website and Facebook page. **ACTION – Cllr Spinks** to submit.

23.38 FINANCE:

- 38.1 Members considered quotations for replacement bollards for the area of verge near the pumping station, Church Street. It was **resolved** to purchase 30 oak posts in the sum of £6.91 each plus VAT from J N Morris and Son and to instruct R Harding and Son Landscaping to shape the top of each post at a cost of £5.00 per post. **ACTION – Clerk** to order and arrange installation.
- 38.2 Members considered quotations for the new pergola in the Cemetery. This item was postponed until the May meeting due to only one quotation being received in time.
- 38.3 *To consider quotations for the new archway in the Cemetery:* it was decided that a second pergola would be installed instead of an archway.
- 38.4 Members resolved to approve the quotation from Canalbs Ltd for the internal audit in the sum of £47.50 per hour plus 45p per mile travel.
- 38.5 Members considered joining the optional DPO Membership Scheme for the sum of £50.00 per year as part of the annual affiliation fee for CAPALC. It was **resolved** to join the scheme.
- 38.6 *To approve quotations for 240L recycling bin and 240L general waste bin for the Cemetery to replace the existing 660L general waste bin:* The Clerk informed NPC that an email from the contractor had been received after the Agenda was published to explaining that a 240L general waste bin is unlikely to be sufficient due to the recent average collection weight exceeding the allowed weight. It was decided to continue with the 660L general waste bin and not have an additional recycling bin due to available space.
- 38.7 Members resolved to approve invoice from C Franks, dated 31st March 2023, in the sum of £90.00 for Clerk handover work.
- 38.8 Members considered quotations for the new speed signs. It was **resolved** to accept the quotation from Elan City for three solar-powered speed signs in the sum of £8100.00 incl VAT. **ACTION – Clerk** to instruct Elan City and arrange installation.
- 38.9 Members **resolved** to approve receipts and payments according to the attached schedule.
- 38.10 Members noted the Financial Report for period 1st March 2023 to 31st March 2023.
- 38.11 Members noted the end of year reports for financial year 2022/23.

JSP

23.39 REPORTS FROM COUNCILLORS AND CLERK:

39.1 Reports from Councillors on actions outstanding:

- a) Cllr Spinks reported that he would be submitting an article to The Village Tribune for the next edition and NPC discussed ideas for contributions. Cllr Dadge reported he would send his contribution to Cllr Spinks.
- b) Cllr Dadge reported that NPC is waiting for a response from NCA regarding the Village Hall lease.
- c) Cllr Dadge thanked Cllr Spinks on behalf of NPC for his work to convert the village noticeboards from pin boards to magnetic boards. It was noted that the noticeboards are now much improved.

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

- a) Correspondence received from Huntingdonshire Local History Society enquiring if there is a resident who would be willing to lead the group on a historical tour of Northborough on 24th August after the group's 'tea and talk' in the Church. **ACTION – Cllr Thomas** to enquire with residents.
- b) The Clerk has undertaken training in the AGAR submission.
- c) The Clerk predicts overtime in May due to year end and AGAR. The Council provided guidance on the reporting procedure.

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

- a. Cllr Chiva: PECT meeting. Postponed to May meeting.

23.40 CORRESPONDANCE RECEIVED:

- 40.1 Members considered correspondence from The Village Tribune regarding the 2024 Charity Calendar. It was noted that The Village Tribune will be producing a charity calendar for 2024.
- 40.2 Members noted correspondence from The Rotary Club of the Deepings regarding a planned litter pick along the Riverbank (south side) on 23rd April 2023.
- 40.3 Members considered a request from Northborough Primary School for the code to access the defibrillator sited on Church Street. It was decided that, following a conversation by the Clerk with The Circuit, that only the 'Guardian' (NPC) of the three village defibrillators required the access code for monthly maintenance purposes, and in the event of an emergency that emergency services would provide the code for access at that same time as instructions for use of the defibrillator. **ACTION – Clerk** to respond to the school with the decision.

23.41 DATE OF THE NEXT MEETING was confirmed as **Wednesday 10th May 2023.**

There being no further business the Meeting closed at 8.25pm.

Approved as a true record of the meeting:  Chair, 10th May 2023

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

SOS – Save Our St Andrew's

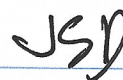
NCA – Northborough Community Association

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 (23.38.9)

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 (March 2023), £411.63

Payments:

- b) Bespoak Timer Frames: Cemetery gates replacement (50% deposit), £2523.60 incl VAT (Minute 23.16.1)*
- c) P&R Security Systems (PARFAS): Replacement CCTV camera, £355.37 incl VAT (Minute 23.28.6)
- d) Information Commissioner's Office: Data Protection Fee annual renewal, £35.00 (Direct debit)*
- e) Staff salary: Basic (March 2023), £1509.76 (standing order)*
- f) Staff salary: Adjustment (March 2023), £29.44
- g) NEST Pensions: Staff pension (March), £66.80 (direct debit)*
- h) Unity Trust: Bank account service charge (January 2023-March 2023), £18.00*
- i) Stamford Engraving: Cemetery Guide printing, £50.00 incl VAT* (Minute 23.26.6)
- j) Malcolm Spinks: Reimbursement materials for noticeboards: £122.45
- k) CAPALC: Clerk training, £30.00
- l) HP Instant Ink: Printer ink subscription (March 2023), £9.99 inc VAT (autocard)
- m) Lloyds Bank Plc: Monthly debit card fee (March 2023), £3.00 (auto-card)
- n) CAPALC: Affiliation fee (annual), £475.13
- o) CAPALC: DPO membership scheme, £50.00
- p) C Franks: Clerk handover, £90.00
- q) Biffa Waste: Cemetery waste removal (March 2023), £76.79 incl VAT
- r) Richard Harding & Son Landscaping: Contracted grounds maintenance (March 2023), £982.50
- s) Richard Harding & Son Landscaping: Additional contracted cost for change to rebated diesel (March 2023), £100.00
- t) HMRC: PAYE (March 2023), £169.34
- u) NEST Pensions: Staff pension (March 2023), £66.80 (direct debit)
- v) Filcrist: Sample recycled plastic post, £13.46 inc VAT