

Northborough Parish Council

www.northborough-pc.gov.uk

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

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 12th July 2023 starting at 7.00pm, at Northborough Village Hall.

MEMBERS PRESENT: Councillors John Dadge (Chair), Malcolm Spinks (Vice-Chair), Tracy Thomas, Graham Fowkes, Robert Chiva and Stephen Parker-Brown.

IN ATTENDANCE: Clerk Elinor Beesley

PUBLIC FORUM: None present.

23.76 APOLOGIES FOR ABSENCE: Apologies were received and accepted from Cllr Malcolm (work commitment).

23.77 MINUTES OF THE PREVIOUS MEETING, held on Wednesday 14th June 2023, were approved and signed as a true record by the Chair.

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

23.79 COUNCILLOR VACANCIES: No applications were received.

23.80 DECLARATIONS OF INTEREST: One declaration of interest was received from Cllr Chiva regarding item 23.82.2.

23.81 GOVERNANCE:

- 81.1 It was **resolved** to approve ICCM cemetery management training for the Clerk and Chair of the Burials Committee: Sexton Duties in the sum of £95.00 per attendee, Granting Exercising and Transferring Exclusive Rights of Burial (EROB) in the sum of £185.00 per attendee. **ACTION – Clerk** to book.
- 81.2 Members approved the current Councillors' portfolios and agreed the addition of newly co-opted Cllr Stephen Parker-Brown portfolio: Village Amenities, Speed Watch and Burial Grounds. **ACTION – Clerk** to update and publish on noticeboards and website.
- 81.3 It was **resolved** to approve NPC's Grants Policy. **ACTION – Clerk** to publish on NPC website.

23.82 PLANNING:

- 82.1 Members noted Application 23/00531/NONMAT, 3 The Pingle: Non-material amendment (Materials) to planning permission reference 23/00150/ has been determined.
- 82.2 Members considered Application 23/00646/HHFUL, 29 A Church Street: Demolition of conservatory above stone plinth and construct walls and rood on existing plinth. No additional floor area. It was agreed NPC has no objections to this application. **ACTION – Clerk** to respond to PCC Planning Services.

23.83 VILLAGE AMENITIES AND MAINTENANCE:

- 83.1 Members reviewed outstanding maintenance and projects: No notable updates.
- 83.2 To review outstanding Councillors' actions:
 - a. OS map needed for the Village Hall lease: **ACTION – Cllr Chiva** to complete w/c 17th July 2023.
 - b. Damaged dog waste bin on Paradise Lane: **ACTION – Cllr Thomas** to take a photograph for submission to PCC via Fix My Street or Report In Online.
 - c. Benches in Paradise Lane: **ACTION – Cllr Dadge and Cllr Fowkes** to each re-spray one bench.
 - d. Verge posts, Church Street: Cllr Dadge has spoken with the resident who first raised the need to replacement and the resident has volunteered to replace the posts. It was decided to use post mix to secure the posts and that 10 bags should be sufficient at an estimated cost of £50.00. It was further agreed that 10 posts be replaced initially. **ACTION – Cllr Dadge** to liaise with the resident.

areas where dog fouling is a concern, following the proposal from Cllr Thomas. **ACTION – Clerk** or Cllr Thomas to purchase.

23.84 COMMUNITY AND EVENTS:

- 84.1 Members noted a local filmmaker is producing a documentary for the Village Tribune about how the local community has pulled together to support those in need, both in and fleeing the war in Ukraine. Noted, Cllr Dadge confirmed there have been no objections from the Church or Council and all members are in support of the filming.
- 84.2 Members **resolved** to approve a proposal from Cllr Fowkes for information signboards to be designed, artwork to be produced and printed on permanent signs which will be erected on or close to certain historical buildings in the Village. The initial locations were discussed, and it was agreed that these will be the Manor House and the Church. Cllr Fowkes will investigate further possible materials of the boards and obtain quotations for consideration by the Council.
- 84.3 Members considered facilitating the set-up of a Good Neighbours Network group in the Village, following a request from a relative of an elderly resident. Cllr Thomas volunteered to investigate the possibility and lead the set-up of a group if it is viable.

23.85 FINANCE:

- 85.1 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 two items of business, the Press and Public be excluded from the Meeting.
- 85.2 To review the contractor costs for grass cutting services.
- 85.3 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.
- 85.4 Members considered a Community Grant Application from SOS for the Elizabeth Cromwell event. It was **resolved** to approve the grant in the sum of £432.00 for the hire of the toilets for the event.
- 85.5 Members **resolved** to approve the Burials Committee proposal of a budget in the sum of £200.00 for the purchase of climbing plants to be planted at the foot of the pergolas.
- 85.6 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 85.7 Members noted the financial reports for one month to 30th June 2023 and they were signed as a true record by the Chair and Vice-Chair.
- 85.8 Members agreed a transfer in the sum of £2000.00 from the earmarked Road Safety reserve towards the purchase of the speed signs. Members agree no further revisions to the budget for year 2023/24. **ACTION – Clerk** to make the transfer.

23.86 REPORTS FROM COUNCILLORS AND CLERK:

- 86.1 Reports from Councillors on actions outstanding:
 - a. Cllr Fowkes reported that the bench on Deeping St James Road has been risk assessed and deemed safe and usable. The bench will need repairing or replacing in the future.
 - b. Cllr Dadge reported that he had inspected the Birch tree on the verge in Church Street and it is not dying is not healthy due to the much larger adjacent tree. Cllr Dadge will be meeting with a PCC Tree Officer on 13th July 2023 to obtain advice.
 - c. It was reported that the cars that have been parking outside the Cemetery have not been parking there recently.
- 86.2 Report from Clerk on items not covered elsewhere on the agenda.
 - a. PCC have scheduled the repair of the damaged step at the end of Paradise Lane to be carried out within 2 months of 12th July 2023.
 - b. The poor state of street signs and road markings in the Village has been reported to PCC and an update will be provided by 26th July 2023.
 - c. The Clerk has produced a new 'Who to Contact' poster for the noticeboards in order to encourage residents to report a variety of issues directly to PCC via Report it Online.
 - d. SOS have asked if there are any Councillors who would like to volunteer at the Sealed Knot event. It was noted that Cllr Thomas (NPC's representative for the event), Cllr Fowkes and Cllr Parker-Brown have volunteered to help.
- 86.3 External meetings, conferences and training – to note upcoming dates and received reports:
 - a. Cllr Dadge: Northborough Community Association, 19th July 2023. Cllr Dadge confirmed he will be attending.
 - b. Cllr Thomas: Parish Liaison Group, Wednesday 5th July 2023. Cllr Thomas was unable to

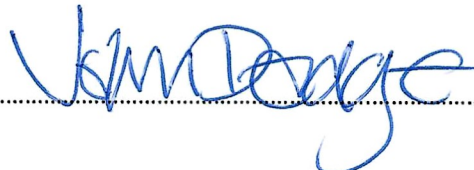
attend on this occasion.

23.87 CORRESPONDANCE RECEIVED:

- 83.1 Members discussed correspondence received from a resident reporting anti-social behaviour in the Village Hall carpark and to receive an update from the Clerk. It was agreed that the sign on the wall of the Village Hall should be replaced with up an updated version. The Clerk reported the issue have been reported to the Northern Neighbourhoods Policing Team and was awaiting an update.

23.88 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 9th August 2023**.

There being no further business the Meeting closed at 8.41pm.

Approved as a true record of the meeting:  Chair, 9th August 2023

Abbreviations used in this Agenda:

ICCM – Institute of Cemetery and Crematorium Management

NPC – Northborough Parish Council

PCC – Peterborough City Council

Schedule of Receipts and Payments (23.85.9)

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 adjustment (April 2023), £39.87
- b) Northborough Community Association: Cleaning contract (May 2023), £451.50
- c) Burial fees: ashes internment, £150.00
- d) Unity Trust: Interest, £240.33

Payments:

- e) HP Instant Ink: Printer ink subscription (June 2023), £12.99 inc VAT (autocard)*
- f) Lloyds Bank Plc: Monthly debit card fee (June 2023), £3.00 (autocard)*
- g) Staff Salary: Basic (June 2023), £1615.81*
- h) HMRC: PAYE (6th June – 5th July 2023), £98.60
- i) Nest Pensions (June 2023), £66.80
- j) Bespoak Timber Frames: Cemetery Gates (50%), £2,523.60 incl VAT (Minute 23.16.10)*
- k) Bespoak Timber Frames: Cemetery Pergolas (deposit), £2,293.20 (Minute 23.72.5)*
- l) Staff salary: Adjustment (June 2023), £65.43
- m) Richard Harding & Son Landscaping: Contracted grounds maintenance (June 2023), £1102.50
- n) Richard Harding & Son Landscaping: Additional contracted cost for change to rebated diesel (June 2023), £100.00
- o) Biffa: Cemetery Waste Management (June 2023), £51.19 incl VAT (direct debit)
- p) Unity Trust Bank: Service charge (April – June 2023), £18.00*
- q) David Reed: Grave Digging (ashes internment), £100.00