

**Minutes of a Meeting of Northborough Parish Council held on Wednesday 13<sup>th</sup> December 2023**  
starting at 7.00pm, at Northborough Village Hall.

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

**IN ATTENDANCE:** Clerk Elinor Beesley

**PUBLIC FORUM:** No members of the public were present.

23.140 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Malcolm (work commitment) and Cllr Chiva (personal).

23.141 **MINUTES OF THE PREVIOUS MEETING,** held on Wednesday 8<sup>th</sup> November 2023, were approved and signed as a true record by the Chair.

23.142 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** None.

23.143 **COUNCILLOR VACANCIES:** No applications had been received but one person had expressed an interest. **ACTION – Clerk** to follow up.

23.144 **DECLARATIONS OF INTEREST:** No declarations of interest were received and no written requests for dispensation for disclosable pecuniary interests were granted.

**23.145 GOVERNANCE:**

145.1 Members noted purchases made by the Clerk under delegated powers:

a) AM Kreative Media: Christmas flyer delivery, £21.60 incl VAT

145.2 Members agreed meeting dates for 2024 as:

a) Parish Council Meetings: The second Wednesday of every month except August, starting at 7.00pm.

b) Burial Committee meetings: The fourth Monday of the months February, June and October, starting at 6.30pm.

c) Working Group meetings: the fourth Monday of the month, as required, starting at 7.00pm. It was agreed that all meetings will continue to be held in the Cromwell Suite, Northborough Village Hall.

145.3 Members discussed a proposal to set up a Working Group for the purchase of replacement and/or additional play equipment for the Village Field, and to decide the Council lead for the project. It was agreed that Cllr Fowkes and Cllr Parker-Brown will lead the working group, and residents with an interest in the play equipment project will be invited to join. **ACTION – Clerk** to draft Terms of Reference for the working group to be adopted by Council.

**23.146 PLANNING:**

146.1 Members considered Application 23/01558/HHFUL: Single storey side extension, new sewage treatment plan and a brick plinth to wrap around both existing and proposed roof tiles, White Lodge, 2 Rippons Drive. It was agreed that Council has no objections to this application.

146.2 Members considered Application 23/01639/HHFUL: Proposed two storey side extension and rear single storey extension, 2 Deeping St James Road. It was agreed that Council has no objections to this application.

**23.147 VILLAGE AMENITIES AND MAINTENANCE:**

147.1 Members reviewed outstanding maintenance:

- a) Suitable locations for the proposed new speed sign on Church Street need to be considered in order to ask PCC for permission.

147.2 Members discussed a request from a resident for infill planting on Parish Council Land in Church View, along the boundary at the back of the Electricity Substation, near 66 Church View. It was decided that NPC will investigate and if shrubs are present the grounds maintenance contractor will be instructed to reduce maintenance to allow the shrubs to spread and infill.

147.3 Members considered the installation of 'Slow Speed' signs in the Village that can be borrowed from PCC. It was agreed to ask PCC for the loan of eight 'Slow Speed' signs for display at various locations within the Village including Granville Avenue, Castle Drive and Church Street. **ACTION – Clerk** to make the request to PCC.

### 23.148 COMMUNITY AND EVENTS:

148.1 Members noted the reports following PCC's Local Plan Issues and Options Consultation July 2023 are now available to view online.

148.2 Members discussed PCC's Strategic Housing & Economic Land Availability Assessment (Stage 1) Report (SHELAA). It was noted that the suggested land to the west of Northborough is in a flood zone. It was agreed that the land off The Pingle has no obvious access points and development may result in infrastructure problems, similar to that experienced by nearby properties following the development on Deeping St James Road. It was agreed that development of the suggested land to the north of the Village would likely result in more traffic travelling through the Village rather than along the bypass. It was further agreed that all sites would result in over development of the rural Parish. **ACTION – Cllr Dadge** to draft a response based on Council's discussion.

148.3 Members discussed dates for the upcoming Community Speed Watch events. It was agreed that the schedule will begin in March 2024 and details will be forwarded to all volunteers in January or February.

### 23.149 FINANCE:

149.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.

149.2 Members **resolved** to approve the financial reports for one month to 30<sup>th</sup> November 2023 they were signed by the Chair and Vice-Chair.

149.3 Members decided the value of the Community Grant to Deepings Community Leisure Centre (CIC), and it was resolved to provide a grant in the sum of £2,000.00 towards the costs involved in the re-opening of Deepings Community Leisure Centre.

149.4 Members **resolved** to approve the final budget for financial year 2024/25 which is an increase of 0% on financial year 2023/24.

### 23.150 REPORTS FROM COUNCILLORS AND CLERK:

150.1 Reports from Councillors:

a) Unauthorised removal of trees on Parish Council land in Church View: Cllr Dadge reported that he had not received a response from Northborough Primary School and had written further, on behalf of NPC, to request that the School plant three replacement trees leaving the existing stumps to see if they regenerate, and either leave the undercover or plant wildflowers. Cllr Dadge further suggested that the School could ask for advice and/or assistance from PECT, who have been involved in nature projects within the school grounds.

b) Village Hall lighting: Cllr Dadge reported he had been in contact with PCC who are investigating if a solar head can be installed on the existing PCC lighting column at the entrance to the car park. Cllr Dadge suggested, that if this is possible, this head could be trialled before installation of additional lighting. Council agreed with this suggestion.

c) Village Event 2024: Cllr Dadge reported that he had mentioned a Parish Council organised 'Fun Day' event at the latest Northborough Community Association meeting and was informed that the Village Hall Committee are also planning an event for Summer 2024 to coincide with Village Hall's fiftieth anniversary. Council discussed the idea of running an event on the same day with entertainment, etc in the Village Hall and on the Playing Field. Cllr Thomas agreed to lead the event planning and reported on ideas for the event. It was agreed that the date of the event needs to be decided at the meeting on 10<sup>th</sup> January 2024 and it is important to make sure that the date does not clash with other local events. **ACTION – Cllr Thomas** to bring a proposal to January's meeting.

150.2 Report from Clerk on items not covered elsewhere on the agenda: None.

150.3 External meetings, conferences and training – to note upcoming dates and received reports:

- a) Peterborough Parish Council Liaison Meeting at on Wednesday 15<sup>th</sup> November 2023: Cllr Dadge was able to attend most of the meeting and reported on a talk by two local GPs about defibrillators. The GPs highlighted the importance of making sure defibrillators have regular maintenance checks and that these are recorded on The Circuit in order for the defibrillators to show as available for use in case of an emergency. The Clerk was able to report that the three defibrillators in the Village have regular maintenance checks and these are recorded on the Circuit.
- b) Good Neighbours – Rural Peterborough AGM on 22<sup>nd</sup> November 2023: Cllr Dadge reported that he was unable to attend due to unforeseen circumstances.

#### 23.151 CORRESPONDANCE RECEIVED:

- 151.1 Members noted correspondence from PCC informing that the Budget Consultation for year 2024/25 is available to view online and that there is an option to complete an online survey.
- 151.2 Members noted correspondence from the Northern Neighbourhood Policing regarding the hosting of police surgeries in Glinton and Castor Ward. The Clerk reported that further correspondence had been received to ask if Northborough could host a surgery on 7<sup>th</sup> March 2024. **ACTION – Clerk** to confirm that NPC will host the event and making the booking with the Village Hall.

23.152 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 10<sup>th</sup> January 2024**.

There being no further business the Meeting closed at 8.27pm.



Approved as a true record of the meeting: ..... Chair, 10<sup>th</sup> January 2024

Abbreviations used in this Agenda:  
 NPC – Northborough Parish Council  
 PCC – Peterborough City Council  
 CIC – Community Interest Company

#### Schedule of Receipts and Payments (23.149.1)

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: Memorial (new), £120.00
- b) Northborough Community Association: Cleaning contract (October 2023), £416.80
- c) Burial fees: Two Memorials (new), £240.00

##### Payments:

- d) AM Kreative Media: Christmas flyer delivery, £21.60 incl VAT (Minute 23.135.2)\*
- e) Lloyds Bank Plc: Monthly debit card fee (October 2023), £12.00 (autocard)\*
- f) Staff Salary: Basic (November 2023), £1568.62\*
- g) Nest Pensions (November 2023), £102.66 (direct debit)\*
- h) Graytones Printers: Christmas flyer printing, £96.00 incl VAT
- i) Beebys: Contracted Grounds Maintenance (November 2023), £1855.72 incl VAT

- j) Biffa Waste Cemetery Waste Collection (November 2023), £51.19 incl VAT (direct debit)
- k) HP Instant Ink: Printer ink subscription (November 2023), £9.99 incl VAT
- l) Staff Salary: Adjustment (November 2023), £514.52
- m) Nest Pensions (November 2023 adjustment), £3.55 (direct debit)
- n) HMRC: PAYE (6<sup>th</sup> November – 5<sup>th</sup> December 2023), £193.91
- o) HMRC: PAYE adjustment (6<sup>th</sup> October – 5<sup>th</sup> November 2023), £17.40
- p) R Chiva: Reimbursement, Village Hall Lease map, £88.02
- q) L Steen: Reimbursement, Christmas Light Switch on 2023 supplies, £223.38