

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 14th June 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

PUBLIC FORUM: Two members of the public were present. One had submitted an application for co-option and commented on grass cutting in the village; he said he was pleased to see the school path had been cut but expressed a number of residents had mentioned to him that the grass in the Village requires cutting more often. The second member of the public arrived in time for item 23.74.1.

23.62 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Chiva (previous commitment).

23.63 **MINUTES OF THE PREVIOUS MEETING**, held on 10th May 2023, were approved, and signed as a true record by the Chair.

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

23.65 **COUNCILLOR VACANCIES:**

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

23.66 **DECLARATIONS OF INTEREST:** None received.

23.67 **ANNUAL GOVERNANCE:**

- 67.1 Annual Internal Audit Report 2022/23 was noted.
- 67.2 It was **resolved** to approve the Annual Governance Statement 2022/23.
- 67.3 It was **resolved** to approve the Accounting Statements 2022/23.
- 67.4 Bank Reconciliation to accompany AGAR 2022/23 was noted.
- 67.5 Explanation of Variances to accompany AGAR 2022/23 was noted.
- 67.6 The Period for the Exercise of Public Rights for year 2022/23 was noted as 15th June to 27th July 2023.

23.68 **GOVERNANCE:**

- 68.1 Terms of Reference for the Playing Field were considered. It was decided that NPC cannot agree to 'hire' out any part of the Playing Field, including the football pitch as they are public places, therefore NPC cannot guarantee exclusive use to any person e.g. for a children's party. **ACTION – Clerk** to draft terms for consideration by the Council and publication on the NPC website.
- 68.2 Members approved training for the Clerk following recommendations made by the Internal Auditor: Archiving and Retention, and Data Protection Essentials (CAPALC) in the sum of £44.00, and Sexton Duties, and Granting, Exercising and Transferring Exclusive Rights of Burial (ICCM, sum to be approved at July's meeting.

23.69 **PLANNING**, to consider planning applications:

- 69.1 Members considered re-consultation on 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 still support the application, subject to the Noise Report from Environmental Health supporting the application. **ACTION – Clerk** to respond to PPC Planning Services.

- 69.2 Members considered Application 23/00555/HHFUL, 26 Castle Drive: Proposed single storey side and rear extension. It was agreed decided that NPC has not objection in principle to this application, however the council have some reservations that the proposed extension could have an overbearing impact on the other half of the semi and that with only one car parking space and no garage shown on the plans the proposal does not meet current PCC car parking standards for a house of this size. **ACTION – Cllr Dadge** to draft response to PCC Planning Services. **ACTION – Clerk** to submit response.
- 69.3 Members considered Application 23/00606/REM, Land along the proposed 95 km Grantham to Bexwell Pipeline Route: Reserved Matters Approval relating to scale, layout, design, appearance, and landscaping pursuant to 22/00275/FUL: Proposed hybrid planning application for the proposed Grantham to Bexwell Pipeline Scheme with full planning consent sought for a proposed 95km pipeline and 4km spur, and outline consent for associated above ground infrastructure at Elton and Welby Heath. It was agreed NPC has no objections to this application.

23.70 VILLAGE AMENITIES AND MAINTENANCE:

- 70.1 Low hanging branches, Lincoln Road: It was noted that PCC has issued the works order to the contractor for completion of works by 14th July 2023. It was also noted that PCC had issued a tree works notification to remove a Sorbus Tree as a result of a proven claim to damage to surrounding structures.
- 70.2 Dying birch tree, verge near pumping station, Church Street: It was noted that the land belongs to NPC. **ACTION – Cllr Dadge** to assess the tree and liaise with Clerk.
- 70.3 Football Pitch: Grass cutting, and the collection of grass was considered. It was noted that the contractor had confirmed that the grass is being cut approximately every two weeks as per the contract and reported that the unprecedented rate of growth has meant that there has been more cut grass after each cut recently; previously the grass has not been collected and there have been no issues. The contractor was not happy with the quality after the last two cuts and is due to meet with the Clerk to discuss. Furthermore, it was noted that should GNFC require extra cuts then it is the responsibility of the Club to arrange the cuts with the existing contractor or an alternative if the existing is not available.
- 70.4 Church Street: The issue of contractor parking outside the Cemetery was discussed. It was noted that cars are being parked outside the cemetery and left all day while the owners lift share to work. It was agreed that this is an issue not only for the grass cutting contractor but for visitors to the Church and Cemetery particularly when events are on such as funeral and weddings, for residents of Church Street and emergency vehicles needing access to nearby properties. **ACTION – Clerk** to contact the Neighbourhood Policing team to report the issue.
- 70.5 Speed signs: It was noted PCC has arranged for the existing speed signs to be decommissioned and removed by 14th June (noted incorrectly as July in the Agenda) 2023, has received the new speed signs, and has agreed to arrange installation. **ACTION – Clerk** to follow up after 14th June 2023.
- 70.6 Village Hall CCTV: Access to the footage was discussed. Cllr Dadge reported that he now has remote access to the cameras.

23.71 COMMUNITY AND EVENTS:

- 73.1 Annual Parish Meeting 2024: It was decided to amend the date to Sunday 19th May at 10.00am as the Hall as a Karate Club uses the hall every Saturday for training.

23.72 FINANCE:

- 72.1 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.
- 72.2 To consider the terms of employment of NPC employees other than the Clerk.
- 72.3 To review the contractor costs for grass cutting services.
- 72.4 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.
- 72.5 Members considered quotations for two pergolas for the Cemetery. It was **resolved** to accept the quotation from Bespoke Timber Frames for the supply and fitting of two bespoke oak pergolas in the sum of £3822.00 plus VAT.
- 72.6 *To consider quotations for annual Council insurance.* It was noted this is an error and the insurance policy has been renewed.

- 72.7 Members considered a grant application from Magpas Air Ambulance. It was agreed that NPC would not provide this grant but members within the Council would continue to support the Air Ambulance on a personal basis.
- 72.8 Members **resolved** to approve payment of Chair's allowance for year 2023/24 in the sum of £250.00.
- 72.9 It was **resolved** to approve the attached Schedule of Receipts and Payments.
- 72.10 The financial reports for two months to 31st May 2023 were noted.

23.73 REPORTS FROM COUNCILLORS AND CLERK:

73.1 *Reports from Councillors on actions outstanding:*

- a) Cllr Thomas reported on the dog fouling issue on the path between Church View and Church Street. Cllr Thomas and Cllr Fowkes have installed dog waste bag dispensers at either end of the path and spray painted 'clean it up' next to dog waste that had been left on the path. Unfortunately, the bags have been stolen. **ACTION – Cllr Thomas** to bring a proposal for a more permanent solution to July's meeting.
- b) Cllr Fowkes presented a mock-up of an information board about Northborough Manor in preparation for a proposal for several information boards to be produced and positioned around the Village. NPC thanked Cllr Fowkes and approved the mock-up as a template for the boards. It was suggested a map showing the areas of interest around the Village be produced for placement near the noticeboard on Lincoln Road and East Road. **ACTION – Cllr Fowkes** to circulate a list of places of interest in Northborough to NPC for consideration and bring a proposal to July's meeting.
- c) Cllr Fowkes reported he had collected the posts for the pumping station verge in Church Street and will finish shaping the tops in the next two weeks ready for installation. **ACTION – Cllr Fowkes** to liaise with the resident who looks after the verge regarding placement.
- d) Cllr Dadge reported he had received an email from Mike Horne, formerly of PECT, advising that the thistles should be removed from the Green Burials area and advised on removing nettles in the Wet Area in Paradise Lane. Cllr Dadge confirmed a family member had volunteered to remove the thistles.

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

- a) The bollards on Old Lincoln Road are due to be repaired Wednesday 14th June 2023.
- b) The School path is due to be cut by Friday 15th June 2023. Cllrs informed the Clerk this had been done.
- c) There have been reports of Cow Parsnip / Hogweed and Knot Weed growing on the verges on Old Lincoln Road and the issue has been reported to PCC.
- d) GNFC had are holding its Club Presentation Day on the Playing Field on 24th June. The Club has applied for a temporary events notice from PCC and has provided the Clerk with a copy of it together with the risk assessment. The treasurer has asked to borrow the gate key, and this was approved. **ACTION – Cllr Fowkes** to liaise with the treasurer regarding the key.
- e) NPC's Household Recycling Centre e-permit has now expired. It was decided not to renew the permit.
- f) A planning application for 29A Church Street had been received after the Agenda was published. It was decided to ask for an extension for comments in order for the application to be considered at July's meeting. **ACTION – Clerk** to contact PCC Planning Services.

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

- a) Cllr Dadge: Northborough Community Association. Cllr Dadge reported that he attended his first meeting as NPC representative and the terms of the lease for the Village Hall have been agreed, also the Village Hall has a good number of bookings throughout the year.

23.74 CORRESPONDANCE RECEIVED:

- 74.1 Resident: Members considered correspondence from a resident regarding Broadband issues in the Village, specifically Crowson Crescent. Cllr Dadge permitted the resident to speak at this point to explain the technical issues involved and outline his correspondence with Telecoms companies. The resident explained that the broadband speed in Crowson Crescent is exceptionally slow and is serviced by direct buried cables that are old and deteriorating; in general, digital infrastructure in the Village is poor. Current providers of fibre broadband to the village only work with 'pole-fed' and

issue. The resident asked for NPC's support to petition for improved digital infrastructure in Northborough. It was agreed that NPC would support this drive. **ACTION – Cllr Thomas** to liaise with the resident to obtain information from residents with broadband issues, collate the information and produce a report to present digital infrastructure companies with the aim of improving Broadband quality in the Village.

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

There being no further business the Meeting closed at 8.57pm.

Approved as a true record of the meeting:  Chair, 12th July 2023

Abbreviations used in this Agenda:

AGAR – Annual Governance & Accountability Return

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

ICCM – Institute of Cemetery and Crematorium Management

NPC – Northborough Parish Council

PCC – Peterborough City Council

NCA – Northborough Community Association

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (23.72.9)

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) Travis Perkins: Refund (verge posts), £166.15
- e) HMRC: VAT refund (2022-23), 3066.78

Payments:

- f) J N Morris & Son: Posts for verge, Church Street, £248.76 incl VAT (Minute 23.28.1)*
- g) Staff Salary: Basic (May 2023), £1615.81*
- h) NEST Pensions: Staff pension (May 2023), £72.01 (direct debit)*
- i) HP Instant Ink: Printer ink subscription (May 2023), £9.99 inc VAT (autocard)*
- j) Lloyds Bank Plc: Monthly debit card fee (May 2023), £3.00 (auto-card)*
- k) Elan City Ltd: Speed signs, £8100.00 incl VAT (Minute 23.38.8)*
- l) S Lonsdale: Reimbursement for planter plants, £9.98 (Minute 23.59.1.b)*
- m) G Abbott : Reimbursement for planter plants, £20.00 (Minute 23.59.1b)*
- n) Zurich insurance: Insurance Policy Renewal (annual), £849.59*
- o) Staff salary: Adjustment (May 2023), £138.71
- p) HMRC: PAYE (6th May – 5th June 2023), £131.60
- q) Richard Harding & Son Landscaping: Contracted grounds maintenance (May 2023), £982.50
- a) Richard Harding & Son Landscaping: Additional contracted cost for change to rebated diesel (May 2023), £100.00
- b) Biffa: Cemetery Waste Management (May 2023), £51.19 incl VAT (Direct debit)
- c) Canalbs Ltd: Internal Audit Report (Year 2022/23), £80.25

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MINUTES

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- d) Cloud Next: Annual Premium Hosting of www.northborough-pc.gov.uk, £119.98 incl VAT
- e) Wave (Anglian Water Business): Cemetery water supply (March – June 2023), £19.60
- f) John Dadge: Chairman's Allowance (2023/24), £250.00