

Northborough Parish Council

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

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 8th February 2023 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley

APOLOGIES FOR ABSENCE: Councillor Brian Spriggs (ill health), Councillor Rob Chiva

PUBLIC FORUM: No members of the public were present.

23.11 MINUTES OF THE PREVIOUS MEETING, held on 11th January 2023, were approved, and signed as a true record by the Chair.

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

23.13 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None

23.14 GOVERNANCE:

14.1 *Members considered training for the Clerk.* It was **resolved** that the Clerk take six courses provided by CAPALC and The Parkinson Partnership LLP over the coming months. **ACTION – Clerk** to book the courses and provide updates to NPC as appropriate.

14.2 *Members considered SLCC Membership for the Clerk.* The Clerk informed NPC that SLCC had said that it should be possible to transfer the subscription from the previous Clerk to the new Clerk for the remaining subscription period with a balance to pay due to an increase in salary. It was **resolved** that NPC pay any balance due.

23.15 PLANNING:

15.1 *Application 22/01790/FUL, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling was considered.* It was **resolved** that NPC object to this application on numerous grounds. **ACTION – Cllr Dadge** to draft response to PCC Planning Authority on behalf of NPC to reflect all views discussed. **ACTION – Clerk** to respond to PCC Planning Authority.

15.2 *Listed building consent 22/01791/LBC, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling.* This item was considered in conjunction with Item 23.15.1.

15.3 *Application 22/01748/HHFUL, 3 Church Farm Mews: The installation of solar panels on the rear roof of the property was considered.* It was noted that the property is not within the Northborough Conservation area, and it was **resolved** that NPC has no objections to this application and is happy for PCC Planning Authority to determine the decision as it sees fit.

15.4 *Application 23/00052/CTR, 44 Church Street: Various tree works identified within the application including 8 trees to be felled, two to be pollarded and two to be reduced was considered in conjunction with correspondence received from the applicant.* It was **resolved** that NPC support the application if the LPA Trees Officer and wildlife Officer are content that the proposal achieves a net gain in biodiversity.

23.16 VILLAGE AMENITIES AND MAINTENANCE:

16.1 *Members considered quotes obtained for replacement of the cemetery gates.* It was

resolved to instruct Bespoak Timber Frames to replace the cemetery gates provided that, after a site visit, it is deemed replacement rather than repair is the best option. **ACTION – Clerk** to contact Bespoak Timber Frames to arrange a site visit.

- 16.2 *Members considered a proposal for NPC to recognise the initiative taken by 11 year old Archie Tarver in volunteering to water the village planter on the Deeping St James road and how NPC will show its appreciation.* It was **resolved** that NPC give Archie a £20 book token as a token of NPC's appreciation and that the Chair write a letter of thanks on behalf of NPC. **ACTION - Cllr Dadge** to purchase the book token and write the letter.
- 16.3 *Members considered a proposal for the purchase of one moveable speed sign to replace the existing three.* The Clerk informed NPC of a number of possible companies and the approximate cost. **ACTION - Clerk** to obtain quotes to be considered at March's meeting and to contact Sergeant Rose for a copy of the police report regarding speeding in the village. **ACTION - Cllr Dadge** to approach Ward Cllr Hiller to find out about the possibility of a contribution from the Community Leadership Fund.
- 16.4 *Members noted the current schedule of outstanding maintenance jobs:*
- It was noted refurbishment to the Play Area fencing should be complete within the next month or so.
 - It was noted that the memorial bench for the Green Burial area has been delivered and NPC are awaiting a date for installation.
 - It was noted that the Queen's Jubilee and Queen's Reign commemorative plaques have been delivered. **ACTION - Clerk** to get quotes for installation on the cemetery wall.
 - It was noted ordering and installation of the posts for the verge near the pumping station is outstanding. **ACTION - Clerk** to order and to arrange installation.
- 16.5 *Members considered plans for the Coronation of King Charles III.* Ideas were discussed for an event to coincide with NCA's plans. The need for advertisement was noted for any events planned. **ACTION – Cllr Thomas** to gauge community interest village events over the coronation weekend.

23.17 FINANCE:

- The Finance report for period ending 31st January 2023 was noted.
- It was **resolved** to approve the attached schedule of receipts and payments.
- Members noted the Clerk's enrolment in Nest Pension Workplace pension scheme, and it was **resolved** that NPC contribute the statutory minimum employer contribution.
- It was **resolved** to approve the estimate for the service of the NPC laptop at a time to suit the Clerk.

23.18 REPORTS FROM COUNCILLORS AND CLERK:

- 18.1 *Reports from Councillors on actions outstanding:*
- Cllr Dadge asked for volunteers for the planting of the shrubs in the Green Burial Area. It was agreed that Cllr Thomas and Cllr Fowkes plant the shrubs along with Cllr Dadge on the weekend of 18th February.
 - Cllr Dadge reported he will purchase the plants for the village planters and arrange for planting.
 - Cllr Dadge reported he and Cllr Malcolm met with representatives of NCA to finalise amendments for the Village Hall lease and that the draft will be ready imminently to send to the solicitor with instructions.
- 18.2 *Report from Clerk on items not covered elsewhere on the agenda.*
- A resident had reported that the repair/replacement of the cemetery gates and installation of new posts on the verge near the pumping station were jobs still outstanding. It was noted the Clerk had responded to that both jobs are in hand.
 - Abbie Smith for HC Solicitors had emailed to ask for an update on the Village Hall lease. **ACTION – Clerk** to respond to say another meeting has taken place and NPC will soon be in a position to send a letter of instruction along with the draft lease.

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- c) Amo La Pizza has asked to trade from their pop-up pizza van in the Village Hall car park. Members noted Amo La Pizza have traded in the car park before and it was agreed NPC are happy to accommodate the request at the same fee charged in 2022.
- d) Further to Sergeant Rose attending December's meeting to discuss his team's plans for community engagement, he has asked NPC to consider dates in 2023 for two members of his team to meet with the Parish Council and residents to discuss any issues in the village and found out more about policing in the area. **ACTION – Clerk** to contact Sergeant Rose and suggest the date of 20th May to coincide with the Annual Parish Meeting.

18.3 *External meetings, conferences, and training – to note upcoming dates and receive reports.* Cllr Chiva attended the PECT meeting; report postponed to March's meeting.

23.19 CORRESPONDANCE RECEIVED:

- 19.1 Email from resident to inform NPC that the dog waste bin on Church View was overflowing and to consider any need for additional bins. It was noted that the overflowing bin had been reported to PCC online. It was agreed that there is currently no need for additional bins and the issue is that PCC does not appear to be emptying the bin(s) frequently enough. **ACTION – Clerk** to report the overflowing bin online again and contact PCC to raise the issue.

23.20 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 8th March 2023.**

There being no further business the Meeting closed at 8.22pm.

Approved as a true record of the meeting:  Chair, 8th March 2023

Abbreviations used in this Agenda:

NPC – Northborough Parish Council

SLCC – Society of Local Council Clerks

PCC – Peterborough City Council

LPA – Local Planning Authority

PECT – Peterborough Environment City Trust

Schedule of Receipts and Payments (23.17.2)

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) John Lucas Funeral Directors Ltd: Burial fees, £550.00
- b) Northborough Community Association: Cleaning contract, £411.63
- c) Central Co-operative Funeralcare: Burial fees, £425.00

Payments:

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- d) Staff salary: Basic (January 2023), £1509.76 (standing order)*
- e) Biffa Waste Management Ltd: waste removal (December 2022), £44.90 inc VAT (direct debit)*
- f) HP Print: Ink Subscription for printer (January 2023), £9.99 inc VAT (autocard)*
- g) Biffa Waste Management Ltd: Waste removal (January 2023), £25.60 inc VAT (direct debit)
- h) HMRC: PAYE/NI (January 2023) £29.54 (direct debit)
- i) Scribe (Starboard Systems): Accounting and cemetery software (annual subscription), £181.44 inc VAT
- j) Richard Harding & Son Landscaping: Contracted grounds maintenance and grass cutting (January 2023), £982.50
- k) Richard Harding & Son Landscaping: Additional contract cost for change to rebated diesel (January 2023), £100.00
- l) Richard Harding & Son Landscaping: Paint and materials for recreation play area, £500.00.
- m) Glasdon UK Ltd: Memorial bench and plaque, £879.79 inc VAT
- n) C Franks: Clerk handover (January 2023), £304.61
- o) Staff Salary: Adjustment including expenses (postage and travel) (January 2023), £207.1
- p) Anglian Water Business (Wave): Cemetery water supply, £13.66