

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 March 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, Robert Chiva

IN ATTENDANCE: Clerk Elinor Beesley

APOLOGIES FOR ABSENCE: Councillor Brian Spriggs (ill health)

PUBLIC FORUM: No members of the public were present.

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

23.22 **DECLARATIONS OF INTEREST:** No declarations of interest were received.

23.23 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** The meeting was paused to welcome Archie Tarver and his mother. Cllr Dadge thanked Archie, on behalf of NPC, for volunteering to water the village planter on Deeping St James Road, as part his work towards his Scout World Challenge Badge. Cllr Dadge expressed how inspiring Archie's efforts have been to the Parish and mentioned, since the article in the Village Tribune, volunteers to water other planters had come forward. Archie was also thanked for volunteering to continue to water the planter over the coming year and was presented with NPC's Youth Community Spirit Award and an Amazon Gift Voucher as a token of appreciation.

23.24 GOVERNANCE:

- 24.1 The bank mandate was signed, to provide Cllr Dadge with internet banking access.
- 24.2 Members noted the Clerk's recent training: VAT 126 and Council year end processes.
- 24.3 Members noted that no additional payment is required by SLCC for the remainder of the current subscription period.
- 24.4 Members noted an increase in the National Living Wage for 2023/24 and considered the hourly rate for employees, other than the Clerk, for 2023/24 - **resolved. ACTION – Clerk** to write to the employees to inform them of the Council's decision.
- 24.5 Members noted the need for up-to-date contracts and job descriptions for employees, other than the Clerk, and considered any input required from NPC in order for the Clerk to draft the above. **ACTION – Clerk** to draft the contracts and job descriptions, with the input of Cllr Spinks, for consideration by the Council at April's meeting.

23.25 PLANNING:

- 25.1 Members noted Application 22/01790/FUL and Listed Building Consent 22/01791/LBC, Site adjacent to 5 Church Farm Mews: Conversion and extension of two outbuildings to form one dwelling has been withdrawn by the applicant.
- 25.2 Members noted Appeal APP/J0540/W/22/3301580, 45 Granville Avenue has been dismissed by the Planning Inspectorate.
- 25.3 Members considered Application 23/00150/HHFUL, 3 The Pingle: Erection of single storey extension and insertion of window into existing side elevation. It was agreed that NPC has no objections to this application.

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23.26 VILLAGE AMENITIES AND MAINTENANCE:

- 26.1 Members noted the Queen's Jubilee plaque has been delivered and will be installed on the Cemetery wall at the same time as the plaque to commemorate the Queen's reign.
- 26.2 Members approved instruction, at no cost by a tradesperson from the Village, for installation of the plaques (Item 23.26.1) and noted that the Burials Committee will meet on site to decide the positions on the cemetery wall. **ACTION – Clerk** to arrange a date for the Burial Committee's site visit.
- 26.3 Members considered the purchase of a plaque to commemorate the Coronation of King Charles III and the associated quotation. It was decided that the quotation is acceptable. **ACTION – Clerk** to draft wording in line with existing plaques, for approval at April's Council meeting.
- 26.4 Members noted the new Cemetery gates are due to be installed on 1st June, with the current gates being removed 26th May in order for the metal work to be refurbished. **ACTION – Clerk** to ensure the deposit is paid in this financial year.
- 26.5 Members considered a proposal for speed signs in the village. After considering the quotations obtained it was decided that the signs require text in addition to digits. **ACTION – Cllr Spinks** to draft the final proposal for consideration at April's meeting. **ACTION – Clerk** to obtain all the information that is needed for the proposal and to contact PCC to establish if it will provide the electricity if mains operated signs are decided on.
- 26.6 Members considered quotations for printed copies of the Relatives' Guide to Northborough Cemetery. It was **resolved** to approve the quotation from Stamford Engraving. **ACTION – Clerk** to place an order for 50 copies.
- 26.7 Members considered installation of a key safe to hold a set of NPC keys. It was **resolved** to install a key box, at the agreed location, for the keys to the noticeboard. **ACTION – Clerk** to purchase the key box and arrange installation.
- 26.8 Members considered quotations from Biffa Waste Ltd for a recycling bin at the Cemetery. It was decided the 240L recycling bin would be suitable. **ACTION – Clerk** to obtain a quotation to replace the existing 660L general waste bin with a 204L bin.
- 26.9 Members noted the post separating the Cemetery gates will be stabilised and made permanent, at the same time as the gates being replaced.

23.27 COMMUNITY AND EVENTS:

- 27.1 Members considered NPC plans for the Coronation of King Charles III. It was noted that both Save Our St Andrews and Northborough Community Association are organising events to mark the Coronation, on different days. It was decided that NPC would not organise an event as it may detract from the above two, but to support the two local groups with their events.

23.28 FINANCE:

- 28.1 The Finance report for period ending 28th February 2023 was noted.
- 28.2 It was **resolved** to approve the attached schedule of receipts and payments.
- 28.3 Members considered the estimate, from J G Cross Memorial Masons, for the plaque to commemorate the Queen's reign, in the sum of £562.60 + VAT. It was **resolved** to approve the estimate. **ACTION – Clerk** to instruct J G Cross.
- 28.4 Members noted the cost of installation of the memorial bench in the Green Burial area, including materials, in the sum of £250.00. Cllr Dudge reported that the bench has been installed.
- 28.5 Members considered expenditure on the Burial Grounds for the remainder of 2022/23. Planned expenditure was noted and the installation of a pergola, archway and water butt was considered. It was agreed the pergola and archway should be made of oak to match the cemetery gates and it was **resolved** that quotations be obtained from three companies, including the Company that is replacing the gates. **ACTION – Clerk** to obtain the quotations.

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- 28.6 Members considered the invoice from Parfas for a replacement CCTV camera, in the sum of £355.37 inc VAT. It was noted that NCA arranged for the replacement of the camera originally purchased by NPC. It was **resolved** to pay the invoice. **ACTION – Clerk** to arrange for the invoice to be re-issued to NPC.

23.29 REPORTS FROM COUNCILLORS AND CLERK:

29.1 *Reports from Councillors on actions outstanding:*

- a) Cllr Dadge reported that there is still some more planting to do in the Green Burials area. The village planters have not yet been planted as suitable plants are not yet in stock; Cllr Dadge reported he will clean the planters out ready for planting.
- b) Cllr Dadge and Cllr Malcolm reported that the Capital Plan for 2023/24 had been discussed at the recent Working Group meeting. **ACTION – Clerk** to add re-adoption of the Capital Plan to April's Agenda.

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

- a) The re-declaration of compliance has been submitted to The Pension Regulator.
- b) The Mayor of Peterborough has extended an invitation, to a tea and cake morning on 24th March, to two elderly residents (non-car drivers) and one Parish Councillor from each of several local parishes including Northborough. **ACTION – Cllr Thomas and Cllr Chiva** to invite the two residents suggested at the meeting. Cllr Thomas agreed to represent NPC at the event.
- c) There was an error regarding the posts ordered for installation on the verge near the pumping station. The supplier has agreed to take the posts back and has provided a quote for more suitable posts. The Council discussed recycled plastic as an alternative. **ACTION – Clerk** to obtain quotations for recycled plastic posts.
- d) The date of 20th May suggested to Sergeant Rose for two members of his team to meet with the Parish Council and residents, to discuss any issues in the village and find out more about policing in the area, is not possible due to rest days. It was decided to suggest the date of 19th August. **ACTION – Clerk** to email Sergeant Rose with the new date suggestion.
- e) The issue of the dog waste bin on Church View not being emptied is being investigated by PCC.
- f) Meetings with the previous Clerk, for final handover discussions, were not possible in February and will take place in March instead.

- 29.3 *External meetings, conferences, and training – to note upcoming dates and receive reports:*
None.

23.30 CORRESPONDANCE RECEIVED:

- 19.1 Members considered an enquiry from The Air Ambulance Service as to whether NPC would support the charity by hosting one of their clothing banks on the site of the Village Hall car park. It was **resolved** to host the Air Ambulance clothing bank. **ACTION – Clerk** to contact the charity to relay NPC's decision, subject to agreeing the location on site.
ACTION – Clerk to inform Chair of NCA.

- 23.31 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 12th April 2023**.

There being no further business the Meeting closed at 8.16pm.

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

Abbreviations used in this Agenda:

NPC – Northborough Parish Council
 SLCC – Society of Local Council Clerks
 PCC – Peterborough City Council
 NCA – Northborough Community Association

Schedule of Receipts and Payments (23.28.2)

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) Central England Co-operative: Burial fees, £425.00
- b) Northborough Community Association: Cleaning contract (February), £411.63

Payments:

- c) Lloyds Bank Plc: Monthly debit card fee (January 2023), £3.00*
- d) Nest: Staff pension (December 2022 and January 2023), £131.41 (direct debit)*
- e) Travis Perkins: Church Street verge bollards, £186.16 inc VAT* (Minute 22.132.2)*
- f) Staff Salary: Basic (February 2023), £1509.76 (standing order)*
- g) NEST Pensions: Staff pension (February), £66.80 (direct debit)*
- h) Staff salary: Adjustment (February), £93.36
- i) Biffa Waste Management Ltd: Cemetery waste removal (February 2023), £51.19 inc VAT
- j) HMRC: PAYE (February 2023), £34.94
- k) Lloyds Bank Plc: Monthly debit card fee (February 2023), £3.00 (autocard)
- l) HP Print: Ink Subscription for printer (February 2023), £9.99 inc VAT (autocard)
- m) Richard Harding & Son Landscaping: Contracted grounds maintenance and grass cutting (February 2023), £982.50
- n) Richard Harding & Son Landscaping: Additional contract cost for change to rebated diesel (February 2023), £100.00
- o) Richard Harding & Son Landscaping: Collection and installation of bench (including slabs and fixings), £250.00
- p) J G Cross: Queens Jubilee plaque, £667.20 inc VAT
- q) Anglian Water Business (Wave): Cemetery water supply (8th December 2022-7th March 2023), £15.16