

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

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

IN ATTENDANCE: Clerk Elinor Beesley

PUBLIC FORUM: No members of the public was present.

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

23.128 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 11th October 2023, were approved and signed as a true record by the Chair.

23.129 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:**

129.1 The Chair deferred this item until after item 23.134.4 to allow time for one of the speakers to arrive. Virginia Moran, Martin Reilly and Chris Davis, representatives of The Deepings Community Leisure Centre (CIC), spoke to provide more information about the grant application made to NPC for a contribution to the costs of the renovation and re-opening of The Deepings Leisure Centre. The representatives took questions from members and left the meeting after this item.

23.130 **COUNCILLOR VACANCIES:** No applications were received.

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

23.132 **GOVERNANCE:**

132.1 To note purchases made by the Clerk under delegated powers: None at date of publication.

132.2 *To adopt the Risk Assessment for the Christmas Tree Light Switch On Event 2024:* The Clerk informed the Council that this has not yet been completed; it will be completed before the event.

23.133 **PLANNING:** No applications received.

23.134 **VILLAGE AMENITIES AND MAINTENANCE:**

134.1 Members reviewed outstanding maintenance, projects and Councillors' actions.

a) The re-spraying of one bench is outstanding due to wet weather.

134.2 Members noted the works to repair the Village street signs have been completed.

134.3 Members discussed the unauthorised removal of trees and hedges on Parish Council owned land in Church View. Cllr Dadge reported that he had written to the school and received a response to say that the School was unaware that the land belonged to NPC and an arboriculturist had deemed the trees to be dead. Cllr Dadge wrote back to ask for a copy of the report which has not been received to date and reported that he had asked an arboriculturist for an informal opinion who does not agree that the trees were dead. Members agreed that pursuing the matter as criminal damage would have little positive consequence. NPC agreed that replacement trees should be planted (in consultation with PECT) and the stumps left to see if they re-grow. Cllr Dadge will be meeting with the Head of the school, on behalf of NPC, to discuss a resolution. **ACTION – Clerk** to add re-visiting the item to the next Agenda, providing the report has been received.

134.4 Members received an update on the vandalism of the seating on the Playing Field from Cllr Spinks: Aragon is preparing a quotation for the replacement of the seating and the Police have been

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included in correspondence.

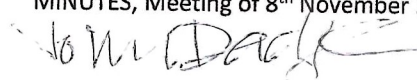
- 134.5 Members considered a proposal for new lighting in the Village Hall Car Park: to investigate the cost of supply and installation of 4 x 10ft lighting columns with solar heads, for installation during the course of the next six months. Cllr Dadge reported that the cost of one column is less than previously thought and is approximately in the sum of £535 plus VAT. Council agreed that lighting in the Village Hall car park is needed (including one in the overflow car park) and that three columns may be sufficient. It was **resolved** to approve the proposal for a maximum of four lighting columns with solar heads. **ACTION – Cllr Dadge and Cllr Chiva** to bring a final proposal to the meeting on 13th December including quotations for supply and fit and the suggested locations. **ACTION – Cllr Dadge** to contact PCC highways to ask for permission to use an existing column for fixture of the solar head.
- 134.6 Members discussed the need for speed calming measures on Church Street. It was agreed that vehicles travel at excessive speeds along Church Street and a speed sign would be beneficial. The Clerk reported that Bainton have installed Auto Speed Watch units however the Police do not process the data. **ACTION – Clerk** to contact Bainton Clerk to discuss their experience of the units. **ACTION – Cllr Dadge** to bring a proposal to the meeting on 14th December 2023 and to investigate possible locations in Church Street, and if an existing pole can be used.

23.135 COMMUNITY AND EVENTS:

- 135.1 Members considered points of contact for the John Clare Countryside Trust. It was agreed that Cllr Parker-Brown and Cllr Chiva will attend meetings, and NPC will publicise the need for volunteers from the community. **ACTION – Cllr Dadge** to add request for volunteers to be added to the back of the Christmas Light Switch On flyer.
- 135.2 Members discussed the final plans for the Christmas Light Switch On 2023. Cllr Dadge confirmed that the event will begin at 6.00pm and the lights will be switched on at 6.30pm. Cllr Dadge reported that Father Christmas and one of his elves will be in attendance and asked Council for suggestions of who could lead the Carol singing. **ACTION – Cllr Thomas** to investigate and contact St Andrew's Church. **ACTION – Cllr Dadge** to send the artwork for the flyers to the Clerk. **ACTION – Clerk** to arrange the printing of the flyers, under delegated powers, and delivery with the Advertiser.

23.136 FINANCE:

- 136.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 136.2 Members **resolved** to approve the financial reports for one month to 31st October 2023 as a true record and they were signed by the Chair and Vice-Chair.
- 136.3 Members considered a request from the Deepings Community Leisure Centre (CIC) for a grant. It was agreed that the Leisure Centre is an important amenity for the residents of Northborough, and it was **resolved** to provide a grant to Deepings Community Leisure Centre Community (CIC), the value of which will be confirmed when the Budget for financial year 2024/25 is approved at the meeting on 13th December 2023. **ACTION – Clerk** to inform The Deepings Community Leisure Centre (CIC) of NPC's decision.
- 136.4 Members **resolved** to approve the quotation for the Village Christmas Tree in the sum of £340.00 for a 22ft Norway Spruce.
- 136.5 Members considered the second draft of the budget for financial year 2024/25. The Clerk asked the Council to give final consideration to planned capital expenditure for the current and next financial years. **ACTION – Clerk** to draft the final budget for resolution at the meeting on 13th December 2023.
- 136.6 Members **resolved** to approve a proposal to allocate a sum of £3000.00 for the supply and installation of three new benches: one during the current financial year and two in the year 2024/25.
- 136.7 Members **resolved** to approve a proposal for a Village Funday Event during the summer of 2024: to allocate a provisional budget in the sum of £5000.00, and to liaise with other groups within the Village and invite volunteers to form a working party to organise and run the event.
- 136.8 Members considered a proposal for new, or replacement play equipment for the Village Field. It was **resolved** to identify and prioritise the replacement of play equipment which is nearing the end of its useful life and to identify and cost suitable replacement and addition play equipment, up to a provisional budget in the sum of £10,000 for spend in the year 2024/25. **ACTION – Clerk** to



set up a meeting between Council and a play equipment contractor.

23.137 REPORTS FROM COUNCILLORS AND CLERK:

- 137.1 Reports from Councillors: None received.
- 137.2 Report from Clerk on items not covered elsewhere on the agenda:
- a) A resident had contacted the Clerk regarding the poor broadband service in the Village and his details had been passed on to Cllr Thomas and the resident who are jointly investigating solutions to the issue.
 - b) A resident had reported that there is an issue of speeding vehicles in Granville Avenue and a cat had recently been killed. Members discussed possible solutions such as 'slow speed' signs. **ACTION – Clerk** to write back to the resident to provide information on Council's discussion.
 - c) The Mayor's Charity is hosting a Guided Walk of John Clare Countryside at 11.00am on 2nd December 2023 at a cost of £25.00 per person. It was noted this is the same date at the Christmas Tree Light Switch On.
 - d) A notification had been received from The Circuit to say that the Defibrillator at the Northborough Primary School may have been used on 28th September and has since been checked to ensure that it is emergency ready.
 - e) The Burials Committee resolved to change the date of meetings to coincide with Council meetings however the Clerk suggested that this would mean a delay of one month before recommendations for expenditure could be taken to Council. **ACTION – Clerk** to contact the Burials Committee Chair to discuss.
- 137.3 External meetings, conferences and training – to note upcoming dates and received reports:
- a) Peterborough Parish Council Liaison Meeting at 6.30pm on Wednesday 15th November 2023 via Zoom: Cllr Dadge confirmed he will be attending. **ACTION – Clerk** to forward meeting link to Cllr Dadge.
 - b) The Deepings Practice Patient Participation Group AGM at 7.00pm on Tuesday 14th November 2023 at The Deepings Practice: No Councillors are able to attend on this occasion.
 - c) Good Neighbours – Rural Peterborough AGM at 6.30pm on 22nd November 2023 at Barnack Village Hall: Cllr Dadge confirmed he will be attending.
 - d) Exclusive Rights of Burial training course (Clerk), 9.30am to 12.30pm on 28th and 29th November 2023.
 - e) Sexton training course (Clerk), 9.30am to 1.00pm on 23rd November 2023.
 - f) John Clare Countryside Cluster Group Meeting on 27th October 2023, report from Cllr Parker-Brown had been circulated with the meeting papers. It was noted that there are two funding opportunities available for community and environment projects, bird and bat boxes are available in flat pack or pre-built, the wet meadow in Paradise Lane has recently been cut and signs to identify wildlife areas require a financial commitment in the sum of approximately £100.00 from each Parish in the Cluster in order to proceed. **ACTION – Clerk** to add items to the next Agenda.

23.138 CORRESPONDANCE RECEIVED:

- 138.1 Sergeant Gladders, Northern neighbourhood Policing Team: Introducing himself as the new Sergeant for the area and asking for feedback on his suggestion of Ward Police Surgeries. Councillors expressed disappointment that Northborough had been included in the suggested locations of the surgeries as the last meeting was well received by Councillors and residents. **ACTION – Clerk** to ask if Northborough can be added as a location, and to invite Sergeant Gladders to NPC's AGM in May 2024.

23.139 DATE OF THE NEXT MEETING was confirmed as **Wednesday 13th December 2023.**

There being no further business the Meeting closed at 9.02pm.

Approved as a true record of the meeting:  Chair, 13th December 2023

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

Schedule of Receipts and Payments (23.136.1)

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) Northborough Community Association: Cleaning contract (October 2023), £451.50
- b) Burial fees: Memorial (new), £120.00
- c) Burial fees: Memorial (additional inscription), £90.00

Payments:

- d) Staff Salary: Basic (October 2023), £1597.61*
- e) Nest Pensions (October 2023), £83.51 (direct debit)*
- f) HP Instant Ink: Printer ink subscription (October 2023), £9.99 incl VAT*
- g) Lloyds Bank Plc: Monthly debit card fee (October 2023), £12.00 (autocard)*
- h) Staff salary: Adjustment (October 2023), £309.97
- i) HMRC: PAYE (6th October – 5th November 2023), £80.20
- j) ICCM: Sexton Duties Training Course for Clerk and Chair of the Burials Committee, £240.00 incl VAT
- k) ICCM: Exclusive Rights of Burial Training Course for Clerk and Chair of the Burials Committee, £240.00 incl VAT
- l) Biffa Waste: Cemetery Waste Collection (September 2023), £51.19 (direct debit)*
- m) Biffa Waste Cemetery Waste Collection (October 2023), £51.19 (direct debit)
- n) Beebys: Contracted grounds maintenance (October 2023), £1855.72 incl VAT
- o) Nunton Christmas Trees: Village Christmas Tree 2023, £340.00