

Minutes of the Annual Meeting of Northborough Parish Council held on Wednesday 8th May 2024
starting at **7.00pm**, at Northborough Village Hall.

MEMBERS PRESENT: Councillors John Dadge, Malcolm Spinks, Steve Parker-Brown, Tracy Thomas, Graham Fowkes, Robert Chiva, Mark Malcolm and Patricia Pearce.

IN ATTENDANCE: Clerk Elinor Beesley.

24.53 **APOLOGIES FOR ABSENCE:** None.

24.54 **ELECTIONS AND DECLARATIONS OF OFFICE:**

54.1 Members **resolved** to elect Cllr Dadge as Chair for year 2024/25.

54.2 Members **resolved** to elect Cllr Thomas as Vice-Chair for year 2024/25. Cllr Dadge thanks Cllr Spinks for all that he has done for the Council and the Village during his time as Vice-Chair; all members agreed and thanked Cllr Spinks.

54.3 *All other members to sign Declarations of Acceptance of Office:* included in error on the Agenda.

54.4 No amended Declarations of Members' Interests forms were submitted.

24.55 **PUBLIC FORUM:** Margaret Sleet of Greens Garage, Northborough was present who wished to inform NPC that from 30th June 2024 Greens Garage will cease trading. Mrs Sleet explained the reasons behind the decision including the desire for a lifestyle change and was thanked by all members for her service to the Village over the years and wished the best of luck for the future.

24.56 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 10th April 2024, were approved, with the amendment of a typo, and signed as a true record by the Chair.

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

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

24.59 **COUNCILLOR VACANCIES:** No applications had been received.

24.60 **COUNCILLOR RESPONSIBILITIES:** Members confirmed the portfolio of responsibilities for year 2024/25 as the same as for the year 2023/24 with the following amendments:

a) Cllr Chiva – addition of Speedwatch

b) Cllr Dadge – removal of Human Resources

c) Cllr Pearce – addition of Human Resources and Communications.

ACTION – Clerk to update and publish.

24.61 **COMMITTEE AND WORKING PARTIES:** Members confirmed membership and it was **resolved** to re-adopt of Terms of Reference for:

61.1 Burial Grounds Committee: Margaret Sleet (Chair), Cllr Dadge, Cllr Spinks, Cllr Parker-Brown, Jane Knott (resident).

61.2 Working Parties:

a) General: All members confirmed membership; the date and time of the meetings was confirmed as the last Monday of the month at 7.00pm.

b) Finance and Governance: Cllr Dadge, Cllr Parker-Brown and Cllr Malcolm.

c) Play Equipment: Membership was confirmed as Cllr Parker-Brown and resident Claire Noble; the adoption was postponed until the meeting of 12th June 2024. **ACTION – Clerk** to finalise the Play

- 24.62 **APPOINTMENT TO OUTSIDE BODIES:** Members agreed Parish Council representation on:
- 62.1 Village Hall Committee: Cllr Dadge and Cllr Thomas.
 - 62.2 Police Liaison Groups and Neighbourhood Watch: It was noted that there is not an active Neighbourhood Watch in Northborough, and it was agreed that representation at Police Liaison Groups would be decided as and when attendance is required.
 - 62.3 Parish Council Liaison Group (PCC/GNRP): Cllr Thomas. **ACTION – Clerk** to forward all correspondence to Cllr Thomas.
- 24.63 **SCHEDULE OF COUNCIL MEETINGS:**
- 63.1 Members re-confirmed dates and venue of scheduled council meetings (as second Wednesday of every month excluding August, starting at 7.00pm in Northborough & Deeping Gate Village Hall). Cllr Dadge reported that he will be unable to attend the meeting of 11th September 2024.
- 24.64 **REGULATORY DOCUMENTS:** To adopt or re-adopt:
- 64.1 It was **resolved** to re-adopt the Standing Orders.
 - 64.2 *Financial Regulations:* The Clerk reported that new Financial Regulations had been published since the publication of the Agenda; it was agreed that this item be postponed to the meeting of 12th June 2024. **ACTION – Clerk** to draft updated Financial Regulations for adoption.
 - 64.3 It was **resolved** to re-adopt the Code of Conduct.
- 24.65 **REVIEW FO ASSET REGISTER AND INSURANCE COVER:**
- 65.1 Members reviewed the Asset Register for insurance purposes: Members agreed that the Register was correct except for two minor amendments as to the location of the strimmer, and one of the Cemetery shed keys. **ACTION – Clerk** to update.
- 24.66 **GOVERNANCE:**
- 66.1 Cllr Pearce to sign acceptance to receive the Agenda Summons Electronically. **ACTION – Clerk** to send the form to Cllr Pearce for signing.
- 24.67 **PLANNING:**
- 67.1 Members considered Application 24/00518/HHFUL: Proposed double storey front and single storey rear extension, 7 Claypole Drive. It was agreed the NPC has no comments to make.
 - 67.2 Members considered Application 24/00544/LBC: Demolition of a length of 1.6m of stone wall adjacent to aviary and installation of black metal field gate, Land adjacent to 5 Church Farm Mews. Members agreed that the proposals for the removal of the wall and installation of the gates is out of character and keeping with the surroundings and an alternative boundary option to the proposed estate style fencing may provide a better solution. **ACTION – Clerk** to respond to PCC Planning Services.
- 24.68 **VILLAGE AMENITIES AND MAINTENANCE:**
- 68.1 Members reviewed outstanding maintenance and Councillors' actions.
 - a) Location of bench on Clare Road: It was agreed that the bench will be located on the northern green area on the corner of Clare Road and Crowson Crescent.
 - b) Solar light head: Cllr Thomas reported that it has been installed by PCC. **ACTION – Cllr Dadge** to contact PCC to arrange collection for the remote for the light.
 - 68.2 Members noted Northborough Primary School have confirmed the planting of the replacement trees along the boundary between the school playing field and NPC land in Church View will commence in November 2024. Cllr Dadge reported that the School will be approaching the Woodland Trust for supply of the trees.
 - 68.3 Members considered NPC action regarding parking on Claypole Drive close to the junction with Castle Drive. **ACTION – Clerk** to contact PCC Parking Enforcement and PCC Highways to request the installation of double yellow lines in the corner of the junction.
 - 68.4 Cllr Malcolm reported that grass and undergrowth is obscuring the view when exiting Church Street on to Peakirk Road. **ACTION – Cllr Dadge** to take photographs of the issues. **ACTION – Clerk** to

report the issue to PCC.

- 68.5 Members discussed the removal of the hedge on the boundary between the playing field and a property on Claypole Drive and to consider any Council action. The Clerk reported that the homeowner maintains that the hedge/shrubbery was within the property boundary. Members studied photographs taken by the homeowner and Cllr Park-Brown and agreed that it was not possible to ascertain from the photographs which boundary the hedge/shrubbery were within. **ACTION – Clerk** to inform the resident of no further action by Council. **ACTION – Cllr Parker-Brown** to take photographs of the boundary between the Playing Field and adjacent properties to keep on record should a similar issue arise. **ACTION – Councillors** that lead environment projects to consider submitting a proposal to NPC to plant along the boundary where fences have been installed.

24.69 COMMUNITY AND EVENTS:

- 69.1 Members noted the errors contained in the list of NPC Councillors in the Village Tribune and the apology received from the Village Tribune together with the assurance that the mistakes will be rectified from the next issue. **ACTION – Clerk** to ask the Village Tribune to forward a copy of the listings page to NPC for approval before printing of the next edition.
- 69.2 Members received an update on plans for NPC's Food and Beer Event to be held on Sunday 7th July 2024 from Cllr Thomas: The DJ, Peterborough Rock Choir, portaloo and face painter have been booked; Save Our St Andrews will be putting on a treasure hunt and a 'retro tombola' based on tombola that raised money towards the build of the Village Hall; the TENS licence has been applied for; a resident has been asked to create the posters. A drinks vendor has asked NPC to hire the equipment which is not within the budget; Cllr Thomas is exploring other possibly vendors and will be meeting with the owner of the Pack Horse Public House for advice. To date £2,909 has been spent from the £5,000.00 budget.
- 69.3 *To receive an update on plans for the Beer and Food Event to be held on Sunday 7th July 2024:* Included in the Agenda as an error.
- 69.4 Members reviewed confirmed speakers and confirmed the arrangements for the Annual Parish Meeting to be held on Sunday 19th May 2024: Cllr Dadge's wife and daughter have volunteered to provide refreshments and Cllr Dadge has contacted PCC to ask for copies for the Local Plans but has not yet received a response.
- 69.5 Members confirmed the arrangements for the raising of the D-Day flag at 10.00am on Thursday 6th June 2024: Northborough Primary School have accepted NPC's invitation to attend and 6-12 children, likely from the School Council, will be attending and will be accompanied by the Head or Deputy Head.
- 69.6 *To note upcoming Speed Watch events and confirm participation:* Cllr Chiva reported that will be arranging events to start after the end of May 2024 and will update NPC at its meeting of 12th June 2024.

24.70 FINANCE:

- 70.1 Members **resolved** to approve the schedule of regular payments to suppliers for the year 2024/25.
- 70.2 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 70.3 Members **resolved** to approve the financial reports one month to 30th April 2024.
- 70.4 Members considered a proposal to purchase a basket swing for installation in the Children's play area. It was **resolved** to purchase the swing from Sovereign Play £6,151.65 plus VAT. **ACTION – Cllr Parker-Brown** to liaise with Clerk in placing the order and arranging a date for installation. **ACTION – Clerk** to arrange payment. It was noted that the mesh surface under the swing set has been replaced by PCC. **ACTION – Clerk** to acknowledge the maintenance by email to PCC.
- 70.5 Members considered quotations for the renewal of the Annual Parish Insurance Policy and to note the renewal date of 1st June 2024. It was **resolved** to accept the quotation from Zurich Insurance in the sum of £985.59 per annum for a three-year term with members noting that NPC is happy with the service provided by Zurich for the previous three years and is aware that several peer Councils also choose to insure with Zurich. **ACTION – Clerk** to accept quotation and arrange payment.
- 70.6 Members considered a proposal to purchase two Northborough flags. Cllr Fowkes is on the process of designing the image for the flag based on the Village sign. NPC was shown the unfinished design and all members commented on the excellent design and quality and thanked Cllr Fowkes. It was **resolved** to purchase two flags from The Flag Shop in the sum of £84.00 incl delivery and VAT subject to sample quality. **ACTION – Clerk** to place order once design is complete.

- 70.7 Members noted the Grounds Maintenance contract has, from 1st April 2024, increased by 6% as per the agreed terms and conditions of the service order. It was agreed that NPC is happy with Beebys' work, and it was agreed to renew the contract on 1st October 2024 for another year. **ACTION – Clerk** to inform Beebys.

24.71 REPORTS FROM COUNCILLORS AND CLERK:

- 71.1 Reports from Councillors: None.
- 71.2 Report from Clerk on items not covered elsewhere on the agenda:
- A resident had contacted the Clerk to report that the green area at the bottom of Clare Road has not been cut recently by the Grounds Maintenance Contractor. **ACTION – Clerk** to contact the contractor.
 - A resident had reported that the 'Cyclists dismount' sign near the Manor on Lincoln Road is partially obscured by low hanging branches and the grass in front of the planter on Lincoln Road is obscuring the planter. Cllr Dadge reported the same issue regarding the planter on Church Street. **ACTION – Clerk** to report the low hanging branches to PCC. **ACTION – Clerk** to ask the Grounds Maintenance Contractor if they would be able to cut the grass in front of all the Village planters on the entrances to the Village.
- 71.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- Northborough Community Association, 7.00pm on 17th April 2024 in Northborough Village Hall: Cllr Dadge reported that the NPC is drafting a new constitution and has asked that an NPC Councillor to become a trustee. It was agreed that Cllr Dadge would accept the role. Cllr Dadge reported that a new member has joined the committee who will be organising some of the Village Hall events and as well as running events over the Christmas 2024 period meaning there will be no closure over the Christmas period as planned.
 - Northborough Community Association, 7.00pm on 15th May 2024 in Northborough Village Hall: Cllr Dadge and Cllr Thomas plan to attend.
 - NPC Working Party meeting, 7.00pm on Monday 27th May 2024 in Northborough Village Hall: Change to the third Monday of the month for this month only, 7.00pm on Monday 20th May 2024.

24.72 CORRESPONDANCE RECEIVED:

- 72.1 Village Tribune: Correspondence regarding the Community Harvest Supper organised by Willow Brook Farm Shop was noted by members. **ACTION – Clerk** to offer to display a poster in the Village noticeboards.
- 72.2 Resident: Correspondence expressing concern about large trees on Lincoln Road was discussed: The Clerk had not received a response to a request for more information and members could not identify which trees they might be.

24.73 THE NEXT MEETINGS:

- 73.1 Members confirmed the date of the next Council meeting as Wednesday 12th June 2024.
- 73.2 Members confirmed the date of the next Annual Parish Meeting as 10.00am on Sunday 19th May 2024. **ACTION – Clerk** to post the Agenda Friday 10th May 2024 and publicise the meeting to residents.

There being no further business the Meeting closed at 8.45pm.

Approved as a true record of the meeting: Chair, 12th June 2024

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

NCA – Northborough Community Association

Schedule of Receipts and Payments (24.70.2)

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) Peterborough City Council: 1st Instalment of Parish Precept, £10,656.92
- b) Peterborough City Council: 1st Instalment of Parish Recreation Grounds, £8,758.00
- c) Peterborough City Council: 1st Instalment of Parish Burial Grounds Grant, £3,461.08
- d) Burial fees: Two Deeds, £1000.00
- e) Burial Fees: One Ashes Interment, £300.00

Payments:

- f) Lloyds Bank Plc: Monthly debit card fee (April 2024), £12.00 (autocard)*
- g) Staff Salary: Basic (April 2024), £1094.66*
- h) Nest: Staff Pension (April 2024), £73.01 (direct debit)*
- i) CAPALC: Affiliation (2024-25), £547.61 (Minute 24.49.4)*
- j) CAPALC: Affiliation (2024-25), £547.61 (Minute 24.49.4)*
- k) Cheeky Moo: Face Painting (Summer 2024 Event), £210.00 (Minute 24.49.6)*
- l) Nationwide Amusements: Deposit for fairground rides (Summer 2024 Event), £600.00 incl VAT (Minute 24.49.5)*
- m) Euroloos Limited, Portaloo hire (Summer 2024 Event), £378.00 incl VAT (Minute 24.49.5)*
- n) Staff Salary: Adjustment (April 2024), £217.81
- o) HMRC: PAYE (April 2024), £68.94
- p) Dropbox: Cloud Storage subscription (annual), £95.88 incl VAT (autocard)
- q) HP Instant Ink: Printer ink subscription (21st April 2024), £13.99 incl VAT (autocard)
- r) Biffa Waste: Cemetery Waste Collection (30th April 2024), £59.38 incl VAT (direct debit)
- s) Beebys: Contracted Grounds Maintenance (30th April 2024), £1967.07