

Northborough Parish Council

www.northborough-pc.gov.uk

Northborough & Deeping Gate Village Hall,

Cromwell Close, Northborough, PE6 9DP

clerk@northborough-pc.gov.uk 07713 194173

Minutes of a Meeting of Northborough Parish Council held on Wednesday 11th September 2024
starting at 7.00pm, at Northborough Village Hall.

MEMBERS PRESENT: Councillors Tracy Thomas (Vice-Chair, Chair for the meeting), Malcolm Spinks, Steve Parker-Brown, Graham Fowkes and Mark Malcolm.

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: No members of the public present.

24.101 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Chiva (attendance at the Parish Council Local Plan Consultation meeting), Cllr Pat Pearce (personal), Cllr John Dadge (personal).

24.102 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 10th July 2024, were approved and signed as a true record by the Chair.

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

24.104 **COUNCILLOR VACANCIES:** No applications received.

24.105 **DECLARATIONS OF INTEREST:** Cllr Parker-Brown declared an interest in Item 24.107.3; no written requests for dispensation for disclosable pecuniary interests were granted.

24.106 **GOVERNANCE:**

106.1 Members noted purchases made under delegated powers:

- a) Post Office Ltd: Postage stamps, £10.40
- b) PKF Littlejohn: External Auditor costs, £345.00

106.2 It was **resolved** to adopt or re-adopt:

- a) Co-option Policy
- b) Freedom of Information Policy
- c) Retention and Disposal Policy
- d) Biodiversity Policy

106.3 Members noted the Closure Letter and External Auditors Report has been received from PKF Littlejohn regarding the AGAR 2023/24, and the Notice of Conclusion of Audit has been published.

106.4 Members considered the offer of free Associate Membership to Good Neighbours Rural Peterborough: Cllr Thomas reported that as per Item 24.99.3 the first two years of membership are free with subsequent years being charged according to the number of households within the parish. **ACTION – Clerk** to confirm the number of households within the Parish and add the item to October's Agenda for re-consideration.

24.107 **PLANNING:**

107.1 Members noted Application 24/00610/WCPP: Removal of condition C1 (temporary permission) pursuant to planning permission 23/00136/FUL, Land at Giddons Drove Track, Peakirk Road has been permitted.

107.2 Members considered Application 24/00964/HHFUL: Proposed two storey side extension, 19 Lincoln Road and it was agreed that NPC has no comments to make.

107.3 Members considered Application 24/01128/WCPP: Variation of condition C2 (plans) pursuant to planning permission 22/00240/FUL, Land adjacent to 4 Church Farm Mews. It was agreed that NPC is concerned that approving retrospective planning applications sets a precedent for future retrospective applications, and it was agreed that NPC objects to the application on the grounds that the application has not gone through the proper process to allow for full and proper

consideration and comments.

- 107.4 Members considered Application 24/01140/CTR: Silver birch (red) and cherry (purple) 1m phone line clearance, remove 2no. Holly (blue), remove ask (yellow) and cherry reduce and shape by approx. 1m (green), 22A Church Street and it was agreed that NPC has no comments to make.
- 107.5 Members considered Application 24/01068/HHUL: Increase the height of the main chimney 11 (1.8m above ridge-line and install a cowl, 1 Church Street and it was agreed that NPC has no comments to make.
- 107.6 Members considered Application 24/01069/LBC: Increase the height of the main chimney stack (1.8m above ridge-line and install a cowl, 1 Church Street and it was agreed that NPC has no comments to make.

24.108 VILLAGE AMENITIES AND MAINTENANCE:

- 108.1 Members reviewed outstanding maintenance and Councillors' actions:
 - a) Broadband issues: It was agreed that there is no further action to be taken by NPC.
- 108.2 Members noted maintenance issues reported to PCC:
 - a) Damaged step between Paradise Lane and Maxey Cut; the Clerk is awaiting an update.
 - b) A resident reported that a Birch tree on the green area on the corner of Clare Road and Claypole Drive is leaning and may damage the boundary wall of a property if it were to fall; the Clerk is awaiting an update.
- 108.3 Members considered the action to be taken regarding a bench on Lincoln Road that has come loose from its base and has been cordoned off: Cllr Fowkes reported that the legs are corroded, and it was agreed to remove the bench from its location and replace it with the bench from outside of the Cemetery that was replaced recently with the memorial bench. **ACTION – Cllr Fowkes.**
- 108.4 Members considered the action to be taken regarding fallen branch in the Cemetery: Cllr Parker-Brown reported that he had moved the branch out of the way, and it was agreed to leave the fallen branch in order to enhance biodiversity.
- 108.5 Members discussed the damaged brick wall at the green area on the Corner of East Road and Lincoln Road; it was noted that the wall does not belong to NPC and there appears to be confusion over who owns it.
- 108.6 Members considered a request from a resident to trim a tree in Northborough Playing Field that is overhanging their property boundary and permission to dispose of the branches. It was noted that the tree either belongs to NPC or PCC. **ACTION – Clerk and Cllr Parker-Brown** to establish who owns the tree. It was agreed that, if the tree is owned by NPC, the Council grant permission for the resident to prune the tree and for the resident to dispose of the cut branches.
- 108.7 Members noted plans received from PCC showing proposals for new parking restrictions within the village and that the Consultation process ended on 16th August 2024. It was agreed that the proposed plans are reasonable.
- 108.8 Members **resolved** to approve the amendments, to provide further clarification, to the grounds maintenance contract in preparation for the signing of the renewal for a further year, with the addition of clarifying that the trimmed wildflowers are left in order for seeds to be collected and the green waste collected by the contractor at a later date as instructed by the Clerk. **ACTION – Clerk** to send contract to Beebys.

24.109 BIODIVERSITY:

- 109.1 Members noted note an update from Councillor Dadge following a meeting with Mike Horne from Langdyke Countryside Trust and Tony Cook from PECT.
- 109.2 Members **resolved** to approve a proposal to create three additional wildflower areas on the Playing Field.

24.110 COMMUNITY AND EVENTS:

- 110.1 Members noted the temporary Speedwatch Coordinator role has been filled by Julie Clark who started on 5th August 2024 and will be in post until 31st March 2025.
- 110.2 Members considered a proposal for the Village Christmas Tree Light Switch On Event 2024: It was **resolved** to allow a budget of £1000.00 for the event as it was agreed to hold the event on Sunday 1st December 2024. **ACTION – Clerk** to obtain a quotation for the Christmas tree and a new plastic patio table for refreshments.



- 110.3 Members considered NPC content for the next edition of the Village Tribune and suggested that the Christmas Light Switch On event and the new wildflower areas should be included. Cllr Thomas volunteered to draft the article.

24.111 FINANCE:

- 111.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 111.2 Members **resolved** to approve the financial reports for two months to 31st August 2024.
- 111.3 Members **resolved** to approve payment of Invoice dated 5th August 2024 from Northborough Community Association for the excess waste collection charges due to Northborough Beer and Food Festival on 7th July 2024 in the sum of £69.46.
- 111.4 Members **resolved** to approve payment of invoice dated 31st August 2024 from Eyelid Productions Ltd for Annual website support in the sum of £100.00.
- 111.5 Members **resolved** to approve payment of invoices dated 23rd August 2024 in the sum of £145.00 and 30th August 2024 in the sum of £145.00 from G D Services for grave digging services.
- 111.6 Members considered an Application for a Community Grant from NCA for a contribution towards a replacement hard drive for the CCTV system that monitors the Village Hall and the Village Hall Car Park, and it was **resolved** to approve the grant in the sum of £207.00.
- 111.7 Members **resolved** to approve a proposal to purchase the title deeds from the Land Registry for the green area at the Corner of East Road and Lincoln Road in the sum of £19.95 in order to establish the owner of the stone wall (Item 24.108.2).
- 111.8 Members **resolved** to approve a proposal to spend up to £300.00 in order to purchase seeds and bulbs in relation to item 24.109.2.
- 111.9 Members **resolved** to approve a proposal to spend up to the value of the remaining Ecological, Wildlife and Sustainability earmarked reserves of £500.00 after allowing for the approved spend in item 24.109.2.

24.112 REPORTS FROM COUNCILLORS AND CLERK:

- 112.1 Reports from Councillors:
 - a) Cllr Parker-Brown reported that the installation of the basket swing had been delayed by one day and will be installed on Friday 13th September.
 - b) Cllr Fowkes reported that the lock on the flagpole needs to be replaced. **ACTION – Cllr Fowkes** submit a proposal to be considered at the meeting on 9th October 2024.
- 112.2 Report from Clerk on items not covered elsewhere on the agenda:
 - a) PCC have repaired the footpath bridge in the northwest corner of the Playing Field.
 - b) The new Remembrance bench is expected to be delivered from 16th September 2024.
 - c) Residents reported, in the Summer, that children were climbing on the GNFC storage container in the carpark next to the Village Hall and this appears to have been resolved after GNFC applied anti-climb paint.
 - d) Notification had been received that the defibrillator on the wall of the Village Hall may have been used; the Clerk checked it was ready for use and updated the status on The Circuit.
 - e) A resident reported that the fire hydrant on the verge at the bottom of Clare Road was being obscured by overgrown which has been cut back by the Handyman, who will maintain it.
 - f) CAPALC and NALC are launching new websites on Monday 10th October 2024.
 - g) The Clerk has requested 'under investigation' fly tipping tape from PCC at no charge for use after reporting issues to PCC and before fly tipping is collected.
 - h) The GNFC asked for permission to fly a drone over the Playing Field during one of their events and the Clerk gave permission on behalf of NPC.
 - i) A resident had reported that the branches of one of trees on the Playing Field is touching the resident's house and the Clerk has reported the issue to PCC.
 - j) A resident raised the issue of the waste from dyke clearance being left on the bank and being blown back into the dyke; the Clerk advised that this issue is reported to PCC who had arranged the clearance.
 - k) PCC have painted over graffiti on the back of the basketball frame and Cllrs have questioned the standard of the repair. **ACTION – Clerk** to report issue to PCC.
 - l) The verges in Old Lincoln Road, Deeping Gate, which have not been cut for almost a year because PCC believe they belong to NPC should be cut imminently after Ward Cllr Neil Boyce held the Clerk to resolve the issue.

- m) A copy of the questions and answers discussed at The Deepings Practice Patient Participant Group meeting on 4th September 2024 has been received. **ACTION – Clerk** to forward a copy of the questions and answers, and the Autumn Newsletter to members.
- n) The Peterborough Local Plan Consultation has been delayed until February 2025 due to the new government's National Policy Framework's proposed changes and a call for sites being accepted until November 2024.
- o) The next Glington and Castor Ward Police Surgery will be held on the evening of Tuesday 8th October 2024 in Marholm Village Hall.

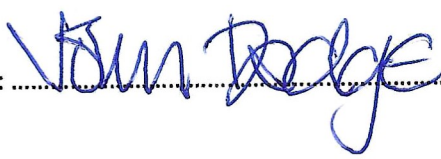
- 112.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- a) Northborough Community Association, held on Wednesday 17th July 2024 and Wednesday 21st August 2024 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Thomas and Cllr Dadge were unable to attend.
 - b) Local Plan Consultation Meeting to be held on Wednesday 11th September 2024 at 6.00pm at Peterborough Town Hall: Cllr Chiva attended and will report at the meeting on 9th October 2024.
 - c) NPC Working Party meeting to be held on Monday 30th September 2024 at 7.00pm in Northborough Village Hall.
 - d) Parish Liaison Group Meeting, 6.30pm on Wednesday 2nd October 2024 via Zoom and in person at Peterborough Town Hall.
 - e) Northborough Community Association meeting on Wednesday 18th September 2024 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Spinks confirmed he will attend in Cllr Dadge and Cllr Thomas' absence. **ACTION – Cllr Spinks.**

24.113 CORRESPONDANCE RECEIVED:

- 113.1 Members note an invitation from the Office of the Police and Crime Commissioner for Cambridgeshire and Peterborough to respond to a survey asking for views on policing and crime priorities, as the Commissioner prepares a new Police and Crime Plan for Cambridgeshire and Peterborough; the Clerk had responded regarding the issue of speeding in Villages.
- 113.2 Members considered an invitation from PCC for Councillors to attend a Carbon Literacy Course at no charge to NPC; course dates being available from September 2024 to March 2025. **ACTION – Clerk** to forward booking link to members.
- 113.3 *To consider an invitation Peterborough City Council Electoral Services to comment on the five-year review of polling places within PCC polling districts:* It was noted that the consultation has ended and the Clerk had previously circulated the correspondence.
- 113.4 Members noted correspondence from the Forcewide Watch Coordinator concerning Auto Speed Watch and similar automated ANPR Speedwatch systems. **ACTION – Clerk** to respond that Cllr Parker-Brown and Cllr Chiva would like to be considered for the working group.
- 113.5 Members considered an invitation from Cambridgeshire and Peterborough Combined Authority to attend a stakeholder engagement event for Bus reform within the region: No members present are able to attend. **ACTION – Clerk** as the absent Councillors if they wish to attend.
- 113.6 Members considered an invitation to Cambridgeshire ACRE's AGM invitation on Wednesday 9th October 2024, 2.00pm-3.00pm via Zoom: No members present are able to attend.

- 24.114 **THE NEXT MEETINGS:** Members confirmed the date of the next Council meeting as Wednesday 9th October 2024.

There being no further business the Meeting closed at 8.26pm.

Approved as a true record of the meeting:  Chair, 9th October 2024

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

NCA – Northborough Community Association

Schedule of Receipts and Payments (24.111.1)

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) Burial fees: Deed and Interment, £575.00
- b) Burial fees: Memorial, £120.00
- c) Burial fees: Interment, £295.00

Payments:

- d) Staff Salary: Basic (July 2024), £1099.66*
- e) Nest: Staff Pension (July 2024), £68.32 (direct debit)*
- f) Nest: Staff Pension (August 2024), £73.10 (direct debit)*
- g) HMRC: PAYE (July 2024), £68.32*
- h) Lloyds Bank Plc: Monthly debit card fee (July 2024), £12.00 (autocard)*
- i) Lloyds Bank Plc: Monthly debit card fee (August 2024), £12.00 (autocard)*
- j) HP Instant Ink: Printer ink subscription (21st July 2024), £11.99 incl VAT (autocard)*
- k) Post Office Ltd: Postage stamps, £10.40*
- l) Beebys: Contracted Grounds Maintenance (31st July 2024), £1967.07*
- m) Biffa Waste: Cemetery Waste Collection (30th June 2024), £59.38 incl VAT (direct debit)*
- n) Biffa Waste: Cemetery Waste Collection (30th July 2024), £59.38 incl VAT (direct debit)*
- o) Spectrum entertainment: DJ (Summer Event 2024), £300.00 (Minute 23.136.7)*
- p) Peterborough Rock Choir: Performance (Summer Event 2024), £60.00 (Minute 23.136.7)*
- q) Ukelele Band: Performance (Summer Event 2024), £150.00 (Minute 23.136.7)*
- r) J Dadge: Reimbursement (Cemetery storage box), £35.00 (24.97.4)*
- s) PKF Littlejohn: External Auditor costs (2023/24), £345.00*
- t) Staff Salary: Adjustment (July 2024), £258.21
- u) Staff Salary: Adjustment (August 2024), £244.98
- v) Beebys: Contracted Grounds Maintenance (31st August 2024), £1967.07
- w) HMRC: PAYE (August 2024), £68.32