

Northborough Parish Council

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Northborough & Deeping Gate Village Hall,
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Minutes of a Meeting of Northborough Parish Council held on Wednesday 13th November 2024
starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: Two members of the public were present to answer any questions regarding Item 24.135.1.

24.129 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Malcolm (personal).

24.130 **MINUTES OF THE PREVIOUS MEETING,** held on Wednesday 9th October 2024, were approved and signed as a true record by the Chair.

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

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

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

24.134 GOVERNANCE:

134.1 *To note purchases made under delegated powers:* None at date of publication.

134.2 Members noted the Government's consultation on enabling remote attendance and proxy voting at local authority meetings and it was agreed that NPC does not have any comments to submit.

134.3 Members noted that PCC have launched an updated online process for members of the public to use should they wish to complain about a Councillor's conduct.

24.135 PLANNING:

135.1 Members considered Application 24/01307/LBC: Single and three-storey side extensions, and internal alterations including: removal of staircase, re-opening doorway, re-roofing and structural repairs, and new flooring, below ground services, insulation and panelling, Northborough Manor Lincoln Road. It was agreed that the application is detailed and demonstrates high quality architecture and of materials that are in character and keeping; it was agreed that NPC fully supports the application.

135.2 Members considered Application 24/01345/HHFUL: First floor rear extension and alterations to existing, 5 Castle Drive and it was agreed that NPC has no objections.

135.3 Members noted Application 24/01128/WCPP: Variation of condition C2 (plans) pursuant to planning permission 22/00240/FUL, Land adjacent to 4 Church Farm Mews has been permitted.

135.4 Members noted Application 24/01208/HHFUL: Remove existing conservatory and construct Orangery, 11 The Pingle has been permitted.

135.5 Members Application 24/01257/CTR: T.1 Ash multi-stemmed (red mark) – Create pollard, as necessary, T.2 Purple Leaved Plum and T.3 Beech (yellow marks) – Reduce and reshape, as considered necessary, 44 Church Street has been permitted.

135.6 Members noted application(s) received after the publication of the Agenda: None.

24.136 VILLAGE AMENITIES AND MAINTENANCE:

136.1 Members reviewed outstanding maintenance and Councillors' actions:

- a) It was reported that the School Footpath has still not been maintained by PCC. **ACTION – Clerk** to contact PCC to request the schedule for maintenance and ask if action can be taken soon.

- 136.2 Members received an update on the request to PCC for NPC to install 'Slow Down Hedgehog Area' signs: PCC would not give permission for installation on street furniture but would not remove signs should they be installed.
- 136.3 Members discussed residents' use of the Playing Field and agreed that NPC has a responsibility to take action should issues of health and safety arise. It was reported that a bike ramp has been constructed out of earth on the playing field which may pose a health and safety risk. **ACTION – Clerk** to ask the grounds maintenance contractor if they are able to flatten the earth and make safe.
- 136.4 Members considered a proposal to apply to the Woodland Trust's 'Free Trees for Schools and Communities' and to discuss quantities and locations for tree planting in Northborough Parish and it was agreed to make an application for approximately thirty trees for planting in the parish, with the edge of the playing field adjacent to the dyke being an agreed location. **ACTION – Cllr Dadge** to contact the Woodland Trust with a view to making an application and speak to the Head of Northborough Primary school to make them aware of the initiative.
- 136.5 Members noted the new Remembrance bench has been installed outside of the Cemetery and the damaged bench on Old Lincoln Road has been replaced with the refurbished bench from outside of the Cemetery. Members reported that there had been numerous positive comments.
- 136.6 Members received a report from Cllr Dadge on the recent vandalism of the outdoor gym equipment on the Playing Field: Cllr Dadge reported that those responsible had been identified on the Village Hall CCTV, had been spoken to and had agreed to carry out community service in the village.
- 136.7 Members confirmed plans for temporary signage for the Green Burials area following the Burial's Committee meeting: Cllr Dadge reported that he will create a temporary sign and research options for a permanent sign to be erected. **ACTION – Cllr Dadge.**

24.137 BIODIVERSITY, NATURE AND CLIMATE:

- 137.1 Members received an update on plans for the creation of the three new wildflower areas on the Playing Field: Cllr Dadge reported that Members had collected the wildflower seeds and Cllr Dadge is storing them for scattering at a later date; Langdyke Countryside Trust is waiting for a new turf cutter to be delivered, after which a date can be agreed for the creation of the areas.
- 137.2 Members considered an offer from PECT to run a workshop for residents of Northborough regarding cutting carbon in homes and transport. It was agreed to suggest the evening of Thursday 16th January 2025 for the workshop to be held in the Cromwell Suite, Northborough & Deeping Gate Village Hall. **ACTION – Clerk** to Liaise with PECT and invite Deeping Gate Parish Council and residents to the event once a date is agreed.
- 137.3 Members considered a proposal to back a campaign to raise awareness about endangered hedgehogs during 2025. Cllr Thomas reported that the project would involve a workshop to raise awareness about hedgehogs and encourage residents to create 'hedgehog highways' between gardens. it was **resolved** to approve the proposal and allow a budget of £450.00 for the project. **ACTION – Cllr Thomas** to head the campaign.

24.138 COMMUNITY AND EVENTS:

- 138.1 Members noted that Cambridgeshire Police is creating a new role of Road Safety Police Service Volunteer to expand and compliment on the work of Community Speed Watch, and Cllr Chiva and Cllr Parker-Brown have expressed an interest in the role.
- 138.2 Members noted that the Peterborough Local Plan second call for sites closed on 4th October 2024 and no new sites have been submitted for Northborough Parish.
- 138.3 Members discussed parking issues on roads around Northborough Primary School and school pick up and drop off times: Cllr Thomas reported that she had spoken with PCC's Parking Enforcement Office who confirmed that an Officer will schedule a visit to Northborough and asked that photographic evidence is sent to the office. **ACTION – All members** to take photographs and forward to Cllr Thomas.
- 138.4 Members considered Council news for inclusion in the January/February edition of the Village Tribune. **ACTION – All members** to forward suggestions to Cllr Thomas before the deadline of Friday 6th December 2024.
- 138.5 Members noted changes to the Village Tribune for 2025: 64-page limit and new B5 size; 450 word and one image limit for each Parish Council.

- 138.6 Members received an update from Cllr Chiva on proposed dates for upcoming Community Speed Watch events and confirmed participation: Tuesday 12th November 2024 at 9.30am, Deeping St James Road (South side) Tuesday 19th November 2024 at 9.30am, Lincoln Road (East side), Tuesday 26th November 2024 at 9-30, Deeping St James Road (North side), Tuesday 3rd December 2024 at 9.30am, Church Street (North side).

24.139 FINANCE:

- 139.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 139.2 Members **resolved** to approve the financial reports for one month to 31st October 2024.
- 139.3 Members reviewed the 5-year capital plan.
- 139.4 Members considered the draft budget for financial year 2025/26. **ACTION – Members** to discuss at the working group on Monday 25th November 2024.
- 139.5 Members **resolved** to approve the quotation for Village Christmas Tree in the sum of £360.00. The Clerk reported that the tree will be delivered at 8am on Saturday 30th November 2024. Members confirmed Sunday 1st December at 9.00am to erect and decorate the tree. **ACTION – Clerk** to confirm order.
- 139.6 Members considered a Community Grant Application from Save Our St Andrews for the Northborough and Deeping Gate OAP Christmas Dinner to be held on Thursday 12th December 2024. It was **resolved** to not approve the application due to unclear and insufficient information. **ACTION – Clerk** to inform the application of NPC's decision.
- 139.7 Members **resolved** to approve payment to Boston Seeds for the purchase of wildflower bulbs and seeds in the sum of £318.99.
- 139.8 Members **resolved** to approve the Burials Committee recommendation to purchase shrubs, for planting over winter 2024 in the Cemetery, up to the sum of £150.00.
- 139.9 Members **resolved** to approve the Burials Committee proposal to purchase ten grave vases from Easy Florist Supplies in the sum of £16.51 incl VAT. **ACTION – Clerk** to purchase

24.140 REPORTS FROM COUNCILLORS AND CLERK.

- 140.1 To receive reports from Councillors:
- Cllr Malcolm reported that he is researching options for village allotments and a Parish Council run 'Man shed'.
 - Cllr Thomas reported that she has given the field gate key to Cllr Parker-Brown. **ACTION – Clerk** to update the record.
 - Cllr Dadge reported that the artwork for the Christmas Light Switch On event has been produced. **ACTION – Clerk** to arrange printing of the flyers. **ACTION – Cllr Dadge** to arrange delivery.
 - Cllr Dadge reported that the Village Hall overflow car park needs maintenance to level it. **ACTION – Clerk** to obtain quotes.
- 140.2 Members received reports from Clerk on items not covered elsewhere on the agenda:
- The Village Tribune has launched a new website.
 - Beeby's have been asked to cut the verges in The Pingle that have been missed.
 - Application 24/01221/HHFUL for Demolition of existing outbuilding and conservatory and erection of single storey rear extension with rendering of external walls and associated works at 23 Castle Drive has been permitted.
- 140.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
- Parish Council Liaison meeting, held on Thursday 10th October 2024 at 6.00pm in The Council Chambers, Peterborough Town Hall and via Teams: To note meeting notes and presentation slides.
 - Northborough Community Association meeting, held on Wednesday 16th October 7.00pm in The Cromwell Suite, Northborough Village Hall: Report.
 - Northborough Community Association meeting: Wednesday 20th November 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Dadge reported that the next meeting will be the AGM.
 - NPC Working Party meeting: Monday 25th November 2024 at 7.00pm in Northborough Village Hall.
 - John Clare Countryside conference: Tuesday 10th December 2024, 10.00am to 1.00pm at

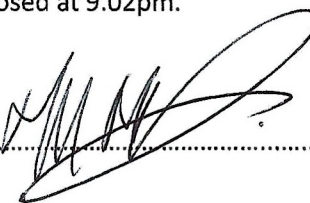
Peterborough University, Bishops Road. Cllr Dadge confirmed he will be attending.

24.141 CORRESPONDANCE RECEIVED:

- 141.1 Members noted invitation from for Mayor of Peterborough to a fundraising luncheon in aid of the Mayor's Charities on Saturday 14th December at the Holiday Inn, Peterborough. Cllr Thomas confirmed she will be attending with Northborough WI.
- 141.2 Members noted invitation to The Deepings Practice Patient Participation Group' AGM on Tuesday 12th November 2024 at 6.30pm at The Deepings Practice, Market Deeping.

24.142 THE NEXT MEETINGS: Members confirmed the date of the next Council meeting as Wednesday 11th December 2024.

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

Approved as a true record of the meeting:  Chair, 8th January 2025

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

PECT – Peterborough City Environment Trust

Schedule of Receipts and Payments (24.139.1)

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: Memorial (new) £120.00

Payments:

- b) Lloyds Bank Plc: Monthly debit card fee (October 2024), £3.00 (autocard)*
- c) HP Instant Ink: Printer ink subscription (21st September), £11.99 incl VAT (autocard)*
- d) Staff Salary: Basic (October 2024), £1,094.46*
- e) Nest: Staff Pension (October 2024), £92.82 (direct debit)*
- f) Unity Trust: Service charge (October 2024), £5.40*
- g) Biffa Waste: Cemetery Waste Collection (30th September 2024), £59.38 incl VAT (direct debit)*
- h) Staff Salary: Adjustment (October 2024), £443.63
- i) HMRC: PAYE (October 2024), £186.03
- j) Biffa Waste: Cemetery Waste Collection (31st October 2024), £59.38 incl VAT (direct debit)*
- k) South Coast Flagpoles: Replacement flagpole lock, £91.96 incl VAT (Minute 24.125.4) (Autocard)
- l) Poppy Shop: 15no Lamppost poppies, £75.00 incl VAT (Minute 24.125.3) (Autocard)
- m) Beebys: Contracted Grounds Maintenance (31st October 2024), £1967.07 incl VAT