

Northborough Parish Council

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Northborough Village Hall, Cromwell Close, Northborough, PE6 9DP

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Minutes of a Meeting of Northborough Parish Council held on Wednesday 14th February 2024
starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley

PUBLIC FORUM: Three members of the public were present who spoke in support of Item 24.20.5.

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

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

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

24.17 **COUNCILLOR VACANCIES:** None.

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

24.19 **GOVERNANCE:**

19.1 Members approved to add Cllr Parker-Brown to the Unity Trust Bank mandate and the application form was signed by Cllr Parker-Brown and according to the mandate.

24.20 **PLANNING:**

20.1 Members noted Application 23/01558/HHFUL: Single storey side extension, new sewage treatment plan and a brick plinth to wrap around both existing and proposed roof tiles, White Lodge, 2 Rippons Drove has been permitted.

20.2 Members noted Planning Application 23/01639/HHFUL: Proposed two storey side extension and rear single storey extension, 2 Deeping St James Road has been permitted.

20.3 *Listed Building Consent Application 23/01671/LBC: Demolish length of 1.6m of stone wall to allow access, install metal gates, erect 1m high metal field fencing to boundary at the front, 1.7m fencing to boundary at the rear and rebuild partially collapsed south call of the north barn, 5 Church Farm Mews.* The Clerk reported that correspondence had been received on the day of the meeting from Arc Survey & Design Consultants Ltd informing NPC that they are the agent for the application, and it had been withdrawn on 24th January 2024. Due to the application still appearing on PCC's Planning Portal and having received no correspondence from PCC informing NPC that the application had been withdrawn, NPC considered the application. It was agreed that in the event the application has not been withdrawn NPC consider 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 may provide a better solution. **ACTION – Clerk to respond to PCC Planning Services.**

20.4 Members considered Planning Application 24/00068/HHFUL: Proposed single storey side extension with a linked porch between bungalow and garage, 10 Church View. It was agreed that NPC has no objections to this application.

20.5 Members considered Planning Application 24/00099/FUL: One bedroom log cabin for use as an annexe (retrospective), 45 Granville Avenue. It was noted that the reason for the dismissal of the appeal to this application was on the grounds of flood risk and that the flood risk assessment

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submitted with the application addressed the flooding concerns. It was unanimously agreed that NPC supports this application and anticipate that it will be approved. **ACTION – Clerk** to respond to PCC Planning Services.

24.21 VILLAGE AMENITIES AND MAINTENANCE:

- 21.1 Members reviewed outstanding maintenance and Councillors' actions:
 - a) Re-spraying of benches – to be carried out in the Spring.
 - b) Location of the proposed speed sign, Church Street: Cllr Dudge is awaiting confirmation from PCC as to whether a Vehicles Activated Speed sign can be erected on an existing street sign or lamppost.
 - c) Low hanging branches on Church Street – PCC have scheduled the works to be carried out by 22nd February 2024
- 21.2 Cllr Parker-Brown provided an update on behalf of the Play Equipment Working Party: Members of the Working Party have met with three play equipment companies and all quotations are expected to be received for consideration at the meeting on 13th March 2024. **ACTION – Clerk** to add to next agenda
- 21.3 The Clerk reported on Play Equipment inspections and members confirmed they had received a copy of the latest Operations Report by The Play Inspection Company, dated 24th August 2023: The Play Inspection Company (instructed by PCC) undertakes weekly visual inspections and three-monthly operational inspections; a third-party inspection takes place annually with the next one due soon. The Play Inspection Company will forward all future reports to the Clerk and the Clerk is waiting for confirmation from PCC as to who is responsible for the repair/maintenance of the play equipment, specifically the roundabout, zipline and court surface.
- 21.4 Members approved plaque design Option 3 for Brian Sprigg's memorial bench. **ACTION – Clerk** to place order.
- 21.5 Members considered a proposal to replace one of the benches outside the Burial Grounds with a commemorative "poppy" bench and to relocate the existing bench to another location within the built-up area of the Village. Cllr Thomas reported that NPC had previously discussed supporting RBL Industries by purchasing a bench from them however they no longer produce such a bench. It was agreed that a "poppy" bench would be a positive addition to the Village, but more research is required. **ACTION – Clerk** to contact Glington and Deeping Gate Parish Councils to enquire as to where they purchased their "poppy" benches from. It was agreed that if a "poppy" bench were to be purchased it would not replace one of the benches outside the Burial Grounds but be installed elsewhere in the Village.

24.22 COMMUNITY AND EVENTS:

- 22.1 Members considered a proposal from Cllr Chiva for Speed Watch events for the year 2024: Thursday 14th March at 10.00am (Lincoln Road), Wednesday 27th March at 3.30pm (Deeping St James Road), Thursday 4th April at 10.00am (Church Street) and Thursday 11th April at 3.30pm (Lincoln Road). NPC agreed this proposal for the first four events. **ACTION – Cllr Chiva** to circulate the details to Northborough Community Speed Watch Members and ensure the equipment is available for collection from Glington Parish Council.
- 22.2 Members discussed further the proposal for a Food and Beer Festival 2024 and agreed that the provisional date of Sunday 7th July 2024 is confirmed. Cllr Thomas reported that she will be contacting the Packhorse Public House to ask for details of the food vendors they host, and she will follow up with some musical and children's entertainment contacts. **ACTION – Clerk** to contact Glington and Northborough Football Club to ask if they would like to participate. **ACTION – Cllr Pearce** to source a children's face painter.
- 22.3 Members considered the opportunity to host a free 1-hour CPR and Defibrillator Training Course, provided by West Anglian Air Ambulance and agreed to host the event. The Clerk reported that numbers are restricted to 15 and it was agreed that initial invitations would be extended to NPC, NCA and Northborough Primary School before advertising the event to residents. The Clerk had spoken with the trainer who is happy to run additional training events if needed. **ACTION – Clerk** to book the training.

24.23 FINANCE:

- 23.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.



- 23.2 Members **resolved** to approve the financial reports for one month to 31st January 2024.
- 23.3 Members **resolved** a proposal to purchase a WERISE 1000W Solar Motion Sensor Light Head to be erected on a PCC lamppost in the Village Hall carpark by PCC at no installation cost to NPC from Amazon for the sum of £199.99. **ACTION – Clerk** to purchase.
- 23.4 Members considered a proposal to support the Village Tribune for year 2024 in the sum off £300.00 to ensure that Northborough residents continue to receive this valued local publication. It was **resolved** to pay the invoice for editorial contributions and Council contact details for the year 2024.
- 23.5 Members **resolved** to approve a proposal to purchase slab fixings for the installation of Brian Spriggs’ memorial bench from Glasdon in the sum of £8.79. plus VAT.
- 24.24 **REPORTS FROM COUNCILLORS AND CLERK:**
- 24.1 Reports from Councillors: None
- 24.2 Report from Clerk on items not covered elsewhere on the agenda:
- CLlr Parker-Brown had noticed that the mound on the playing field had not been cut and that the wildflower areas required cutting before spring; the Clerk instructed Beebys to carry out the work which has been done.
 - The Clerk confirmed PC Main will be attending the Annual Parish Meeting on Sunday 19th May 2024 at 10.00am.
 - A resident had contacted the Clerk to inform NPC that they will be applying for Planning Permission for tree works and offered NPC to option of a site visit.
- 24.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- Peterborough City Council briefing on the proposed Local Plan, 11th January 2024: CLlr Dadge reported that he attended, and the meeting outlined the programme for the Local Plan and when community engagement will take place.
 - Northborough Community Association meeting, 16th January 2024: CLlr Dadge attended and discussed the date of the NPC and NCA summer 2024 events (Item 24.22.2).
 - Northborough Community Association meeting, 21st February 2024 at 7.00pm in Northborough Village hall.
 - NPC: Burials Committee meeting, Monday 26th February 2024 at 6.30pm in Northborough Village Hall.
 - NPC: Working Party meeting, Monday 26th February 2024 at 7.00pm in Northborough Village Hall.
 - NPC: Working Party meeting, Monday 25th March 2024 at 7.00pm at Northborough Village Hall.
 - Northern Neighbourhood Policing Team: Police Surgery, Wednesday 13th March 2024 at 5.00pm-7.00pm in Northborough Village Hall.
- 24.25 **CORRESPONDANCE RECEIVED:** None.
- 24.26 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 13th March 2024.**

There being no further business the Meeting closed at 8.30pm.

Approved as a true record of the meeting:  Chair, 13th March 2024

Abbreviations used in this Agenda:
 NPC – Northborough Parish Council
 PCC – Peterborough City Council
 NCA – Northborough Community Association
 PECT – Peterborough Environment

Schedule of Receipts and Payments (24.23.1)

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: One Memorial (new), £120.00
- b) Burial fees: One ashes internment and gravedigging fee, £320.00

Payments:

- c) Lloyds Bank Plc: Monthly debit card fee (January 2024), £12.00 (autocard)*
- d) HP Instant Ink: Printer ink subscription (December 2024), £11.99 incl VAT (autocard)*
- e) Nest Pensions (January 2024), £73.01 (direct debit)*
- f) ACR: ESET security (annual renewal), £35.00 incl VAT (auto-card)*
- g) Staff Salary: Basic (January 2024), £1115.68*
- h) Staff Salary: Adjustment (January 2024), £211.02
- i) Beebys: Contracted Grounds Maintenance (January 2024), £1855.72
- j) Biffa Waste Cemetery Waste Collection (January 2024), £59.38 incl VAT (direct debit)
- k) Starboard Systems Limited (t/a Scribe): Scribe Accounts annual renewal, £414.72 incl VAT
- l) Starboard Systems Limited (t/a Scribe): Scribe Cemetery renewal, £673.92 incl VAT
- m) Information Commissioners Office: Data protection fee (annual), £40.00. Zero VAT (direct debit)
- n) GD Services: Grave digging fee (Plot N06), £170.00
- o) Cloud next Limited: .gov.uk domain renewal (biennial), £132.00 incl VAT (autocard)