

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 13th March 2024 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: None present.

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

24.28 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 14th February 2024, were approved and signed as a true record by the Chair.

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

24.30 **COUNCILLOR VACANCIES:** None.

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

24.32 **GOVERNANCE:**

32.1 Members **resolved** to approve staff contracts for part-time employees with two minor amendments. **ACTION – Clerk** to send the contract the two part-time employees.

32.2 Members **resolved** to approve purchases made under delegated powers: Wall key safe, £19.51.

24.33 **PLANNING:**

33.1 Members noted 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to boundary at the rear and rebuild partially collapsed south call of the north barn, 5 Church Farm Mews has been withdrawn by the Applicant.

24.34 **VILLAGE AMENITIES AND MAINTENANCE:**

34.1 Members reviewed outstanding maintenance and Councillors' actions:

a) Speedwatch: Cllr Chiva reported he had circulated the suggested dates of Speed Watch events to the volunteers and the date of 14th March 2024 had to be cancelled due to lack of available volunteers. Cllr Chiva confirmed Speed Watch events will be taking place on 27th March, 4th April and 11th April 2024. **ACTION – Clerk** to forward training details to Cllr Dadge.

34.2 Members considered a proposal for an application to the National Lottery Awards for All Fund for a new 5m Monkey Challenge Climbing Wall for installation on the Playing Field. Having gauged residents' support via two Facebook posts members agreed there are now reservations about installing a climbing wall. It was agreed that Councillors need to view a wall in situ before Council can make a decision. **ACTION – Clerk** to enquire with the supplier if any walls are installed locally.

34.3 Members noted that the new memorial bench has been delivered *and is due to be installed in March*: Cllr Fowkes reported that he and Cllr Thomas had installed the bench on the verge outside the Cemetery. Council expressed thanks to both and it was noted positive comments from residents had been received.

34.4 Members noted that, following a request from NCA and the Clerk's instruction to Beebys, the leaves on the paths outside the Village Hall *will be collected* as part of the Grounds Maintenance contract at no additional cost the NPC: Cllr Thomas reported the work has been carried out and the Clerk

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confirmed that this was a onetime task and not part of the regular grounds' maintenance contract.

- 34.5 Members considered a request from St Andrew's Church to allow the War Graves Commission to install a notice on the Church gate or wall to inform the public of the presence of war graves in the Churchyard, at no installation or maintenance costs to NPC or St. Andrew's Church. It was agreed that before granting the request, NPC will need to view an image of the proposed sign as well as the dimensions. **ACTION – Clerk** to ask St Andrews Church for the information.

24.35 COMMUNITY AND EVENTS:

- 35.1 Members received an update on plans for the NPC's Food and Beer Event on 7th July 2024: Cllr Thomas confirmed the times of 12.00pm-4.00pm for the event and reported she has provisionally booked three drinks vendors and several food vendors; SOS St Andrews and Northborough WI would also like to be involved. Portable toilets will be required. **ACTION – Clerk/Cllr Thoms** to obtain three quotations for two toilets. **ACTION - Cllr Thomas** to ask vendors forward trading licences to the Clerk. **ACTION – Clerk** to ensure the Council's insurance is adequate for the event and to obtain a quotation if additional cover is required. **ACTION – Clerk** to draft Risk Assessment.

35.2

24.36 FINANCE:

- 36.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 36.2 Members **resolved** to approve the financial reports for one month to 29th February 2024.
- 36.3 Members **resolved** to approve a proposal for a budget of up to £125.00 to allow local residents who have volunteered to adopt the Village planters to claim up to £25.00 to cover the costs of plants should they wish to be reimbursed. **ACTION – Cllr Spinks** to inform the volunteers of the decision.
- 36.4 Members considered a proposal to purchase a D-Day Flag and it was **resolved** to purchase the flag from Newton Newton Flags Limited for a sum of £28.80 incl VAT and delivery. It was noted that the advice is to fly the flag from 9.00am on 6th June 2024 for one week. **ACTION – Clerk** to purchase the flag. **ACTION – Cllr Dadge** to invite Northborough Primary School to the raising of the flag.
- 36.5 Members **resolved** to approve a proposal to purchase a storage box, to be located in the Cemetery for the safe storage of seasonal and personal tributes after they have been removed from graves by NPC and until they are collected, at a cost of up to £150.00 subject to inspection and availability. It was agreed the box should be metal. **ACTION – Cllr Dadge** to source appropriate storage box.
- 36.6 Members considered a proposal to purchase new children's play equipment for installation on the Playing Field: Council discussed the obtained quotations, and it was agreed that the outstanding issue of whether PCC or NPC is responsible for the repair and/or maintenance of the existing equipment. **ACTION – Clerk** to contact Ward Cllr Peter Hiller for advice.

24.37 REPORTS FROM COUNCILLORS AND CLERK:

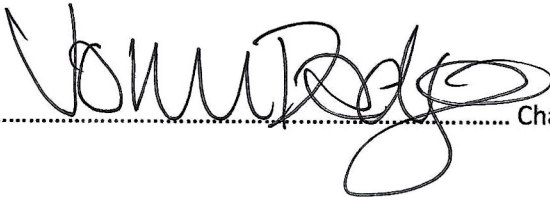
- 37.1 Reports from Councillors:
- a) Cllr Malcolm reported that a large amount of debris is on the verge on Lincoln Road at the south edge of the Village following a vehicle crash. **ACTION – Cllr Dadge** to photograph the debris. **ACTION – Clerk** to report the issue to PCC.
- 37.2 Report from Clerk on items not covered elsewhere on the agenda:
- a) A resident had contacted the Clerk after the publication of the agenda to report the roundabout in the children's play area is not spinning properly. **ACTION – Cllr Parker-Brown** to investigate and report on any action immediate required.
- 37.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- a) Northborough Community Association, 21st February 2024 in Northborough Village Hall: Cllr Dadge reported that it was asked if NPC's Grounds Maintenance Contractor could clear the wet leaves on the paths outside the Village Hall and the Food and Beer Event 2024 was discussed.
- b) Northern Neighbourhood Team: Police Surgery, 5.00pm-7.00pm on 13th March 2024 at Northborough Village Hall. Cllr Dadge reported that no residents attended. **ACTION – Clerk** to feedback to the Sergeant Gladders and PC Main.
- c) NPC: Working Party Meeting, 7.00pm Monday 25th March 2024 in Northborough Village Hall.
- d) CPR and Defibrillator Training provided by East Anglian Air Ambulance, 5.30pm on 10th April 2024 in Northborough Village Hall: Six Councillors confirmed they would be attending, and it was agreed that two Deeping Gate Parish Councillors who had expressed interest would be welcome to attend. **ACTION – Clerk** to inform the DGPC Councillors.

24.38 CORRESPONDANCE RECEIVED:

- 38.1 Members noted correspondence from Cambridgeshire and Peterborough NHS Foundation Trust (CPFT): An invitation to become a member or Governor of the CPFT.
- 38.2 Peterborough City Council: Invitation to comment on the 'Local List' of Validation Requirements for Planning Applications Consultation. i.e. the plans and information required for an application to be valid. Members noted this correspondence, and it was agreed that NPC has no comments to make.
- 38.3 Members considered a request from a resident to allow a digger to access of the back of their Claypole Drive property from the Playing Field in order to replace existing fencing. It was agreed that NPC would grant permission for the digger the access the back of the resident's property via the bollards at the edge of the car park, and on the proviso that care would be taken to avoid damage and any damage arising would be made good, and that no waste would be deposited on the playing field during the works.
- 38.4 Members considered correspondence from St Andrews Church: Enquiry regarding the Church making an application to NPC for a grant for required works. Members noted that NPC has supported St Andrews Church's fundraising events in the past. It was agreed that NPC would consider any application on its merits and in accordance with statutory guidelines and NPC's Grants Policy. **ACTION** – Clerk to reply to St Andrew Church.

24.39 DATE OF THE NEXT MEETING was confirmed as **Wednesday 10th April 2024**, at 7.00pm in Northborough Village Hall.

There being no further business the Meeting closed at 8.23pm.

Approved as a true record of the meeting:  Chair, 10th April 2024

Abbreviations used in these Minutes:

PCC – Peterborough City Council

NPC – Northborough Parish Council

DGPC – Deeping Gate Parish Council

Schedule of Receipts and Payments (24.36.1)

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: Two Transfers of Exclusive Rights of Burials, £50.00
- b) Burial fees: One ashes internment, £150.00

Payments:

- c) Lloyds Bank Plc: Monthly debit card fee (February 2024), £12.00 (autocard)*
- d) HP Instant Ink: Printer ink subscription (January 2024), £9.99 incl VAT (autocard)*
- e) Village Tribune: Editorial and Listings (2024), £300.00 (Minute 24.23.5)*
- f) Nest Pensions (February 2024), £73.01 (direct debit)*
- g) Staff Salary: Basic (February 2024), £1092.88*
- h) Post Office Ltd: Postage stamps, £10.00*
- i) Staff Salary: Adjustment (February 2024), £217.91
- j) Beebys: Contracted Grounds Maintenance (February 2024), £1855.72

- k) Biffa Waste Cemetery Waste Collection (February 2024), £89.06 incl VAT (direct debit)
- l) E Beesley: Reimbursement (Solar lighting head), £199.99
- m) Amazon: Wall key safe, £19.51 incl VAT (autocard)
- n) Glasdon: Bench, memorial plaque and fixings, £890.34 incl VAT
- o) HP Instant Ink: Printer ink subscription (February 2024), £9.99 incl VAT (autocard)