

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 10th April 2024 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: None present.

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

24.41 **MINUTES OF THE PREVIOUS MEETING,** held on Wednesday 13th March 2024, were approved and signed as a true record by the Chair.

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

24.43 **COUNCILLOR VACANCIES:** None.

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

24.45 **GOVERNANCE:**

45.1 Members noted that the Internal Audit has been booked for Wednesday 15th May 2024.

45.2 Members noted that the AGAR documents for financial year 2023/24 have been published by the external auditor, PKF Littlejohn, on their website.

45.3 Members confirmed receipt of the JPAG Practitioners' Guide 2024. **ACTION – Clerk** to circulate the document of changes to Councillors.

45.4 *To approve the setting up of standing orders for part time staff salaries:* It was decided not to set up standing orders and to instead set up the payments for authorisation each month.

24.46 **PLANNING:**

46.1 Members noted Application 24/00099/FUL: One bedroom log cabin for use as an annexe (retrospective), 45 Granville Avenue has been permitted.

46.2 Members noted Application 24/00068/HHFUL: Proposed single storey side extension with linked porch between bungalow and garage, 10 Church View has been permitted.

46.3 Members considered Planning Application 24/00188/HHFUL: Single storey side extension, 1 Crowson Crescent. It was agreed that Council has no comments to make on this application.

46.4 Members considered Planning Application 24/00361/FUL: Part demolition of stone wall and installation of black metal field gate. Erection of 1m high black metal fencing south and .7m high black metal fencing north of the stone wall including planting of mixed native hedge in front of 1.7m high fence, Land Adjacent to 5 Church Farm Mews. It was agreed that Council are still of the same opinion that was agreed to at February's Council Meeting (Minute 20.24.3): 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.

46.5 Members considered Application 24/00339/HHFUL: Single storey extension, new sewage treatment plan and a brick plinth to wrap around both existing and proposed roof tiles, White Lodge 2 Rippons Drove. It was agreed that NPC has no objections to this application. **ACTION – Clerk** to respond to PCC Planning Services.



MINUTES

Northborough Parish Council

24.47 VILLAGE AMENITIES AND MAINTENANCE:

47.1 Members reviewed outstanding maintenance and Councillors' actions:

- a) Cllr Dadge reported that the debris from the road traffic accident on Lincoln Road was removed soon after the issue was reported to by Cllr Dadge.
- b) Cllr Dadge reported that on behalf of NPC he has invited Northborough Primary School to attend the raising of the D-Day Flag at 10.00am on 6th June 2024 on the green area next to the Village shop and he is awaiting confirmation.
- c) It was noted that the Willow Tree planted on the far side to celebrate the Queen's Jubilee has been damaged however it is regenerating therefore no action is needed.
- d) Cllr Fowkes asked for confirmation of where the bench that Brian Spriggs memorial bench replaced will be located. The location was confirmed as the green area on the corner of Clare Road and Crowson Crescent. **ACTION – Cllr Dadge** to inform the immediate neighbours. **ACTION – Clerk** to ask PCC for permission.
- e) Broadband issues: Cllr Thomas reported that City Fibre intend to roll out more fibre infrastructure but there are no current plans for Northborough. There appears to be a 'blackspot' in the Village in and possibly around Claypole Drive and it would be useful to establish how many homes are affected by poor broadband signal, which may help with lobbying fibre providers to address the issue. **ACTION – Clerk** to post poll on Facebook page regarding broadband issues in the village. A resident who lives in Claypole Drive has volunteered to go door to door.
- f) Re-spraying of benches: Cllr Dadge and Cllr Fowkes to action when the weather improves.
- g) Planters: Cllr Spinks to send WhatsApp group message and liaise with volunteers.
- h) Installation of the new solar lighting head in the Village Hall Car Park: PCC have not yet installed the light. **ACTION – Cllr Dadge** to follow up with PCC.

24.48 COMMUNITY AND EVENTS:

- 48.1 Members received an update on the plans for NPC's Food and Beer Event on 7th July 2024: Cllr Thomas reported that plans are going well, and the fairground rides have been chosen. Cllr Dadge reported that the Peterborough Rock Choir will be performing.
- 48.2 Members received an update on Community Speed Watch events: Cllr Chiva reported that of the four events that were arranged, the first was cancelled due to lack of available volunteers, the second event took place although due to the number of cars parked on the road and the subsequent low speed of traffic no incidents of speeding were recorded. The third event was cancelled due to rain and the fourth event is due to take place on Thursday 11th April 2024. **ACTION – Cllr Chiva** to plan an additional four events and circulate dates to volunteers.
- 48.3 Members discussed NPC's content contribution to the next edition of the Village Tribune.
- 48.4 Members noted the JCC Spring 2024 Update.
- 48.5 Members discussed the list of invitees to the Annual Parish Meeting 2024. There were no additional suggestions, and the Clerk circulated the updated list.
- 48.6 Members noted the receipt of the D-Day flag and agreed plans for the raising of the flag on Thursday 6th June 2024. Cllr Thomas will be arranging for the D-Day Flag to be attached to the flagpole and Cllr Dadge confirmed that Northborough Primary School had accepted the invitation to attend the event,

24.49 FINANCE:

- 49.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 49.2 Members **resolved** to approve the financial reports for financial year 2023/24 to 31st March 2024.
- 49.3 Members reviewed the budget for financial year 2024/25. The Clerk reported that the actual opening bank balance is £8,320.14 greater than forecast, which is due in part to March 2024 invoices being paid in April 2024 and capital expenditure such as the car park lights installation being carried over to financial year 2024/25; the opening balance of general reserves is £4,720.14 greater than forecast. NPC is in a good financial position for the new financial year with funds available for the planned capital expenditure.
- 49.4 Members considered invoice from CAPALC for Affiliation for year 2024/25 in the sum of £497.61 for standard membership or £547.61 for standard membership and Data Protection Officer scheme. It was agreed that both memberships are of value to NPC, and it was **resolved** to pay the invoice in the sum of £547.61. **ACTION – Clerk** to arrange payment.

V&P

- 49.5 Members **resolved** to agree the budget for the Food and Beer Event on 7th July 2024 as £5,000.00. It was noted that this amount had been budgeted for in the 2024/25 budget and that the event is forecast to come in within budget.
- 49.6 It was **resolved** to approve payment of invoice dated 7th April 2024 from Cheeky Moo Face Painting in the sum of £210.00. **ACTION – Clerk** to arrange payment.
- 49.7 Members further discussed the proposal to purchase new children's play equipment for installation on the Playing Field. It was agreed, following residents' feedback, not to proceed with the previously proposed climbing wall. The question of whether the responsibility to repair and maintain the play equipment lies from PCC or NPC was discussed. It was agreed that further investigation is required. **ACTION – Cllr Dudge** to speak with a previous Chair of NPC. It was agreed NPC wishes to proceed with the proposed basket swing. **ACTION – Clerk** to add the item to May's agenda for resolution.
- 49.8 Members noted an increase in the cost of Biffa Waste services for the collection of Cemetery waste; an increase was forecast in the 2024/25 budget. **ACTION – Clerk** to obtain quotations for two additional waste removal companies.
- 49.9 Members **resolved** to approve Councillor training for Cllr Pearce, provided by CAPALC in the sum of £75.00. **ACTION – Clerk** to liaise with Cllr Pearce and book the training.

24.50 REPORTS FROM COUNCILLORS AND CLERK:

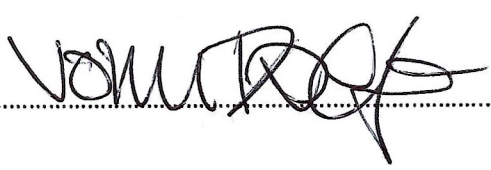
- 50.1 Reports from Councillors:
- a) Cllr Spinks reported that there appears to be an issue with cars parking on Claypole Drive close to the junction with Castle Drive which is obstructing the view of motorists and is potentially dangerous. **ACTION – All Councillors** to monitor the situation. **ACTION – Cllr Parker-Brown** to obtain photographic evidence of the issue. **ACTION – Clerk** to add the May's agenda for consideration.
 - b) Members reported that a resident has installed a fence at the rear of their Claypole Drive property and had removed a hedge on NPC land. **ACTION – Clerk** to write to the resident to request that a new hedge be planted in the same place as the previous hedge.
- 50.2 Report from Clerk on items not covered elsewhere on the agenda: None.
- 50.3 External meetings, conferences and training – to note upcoming dates and receive reports:
- a) Northborough Community Association, 7.00pm on 20th March 2024 in Northborough Village Hall: Cllr Dudge reported that NCA are happy with the arrangements for the Summer event including the name not making reference to the 50th Anniversary of the Village Hall.
 - b) CPR and Defibrillator Training provided by East Anglian Air Ambulance, 5.30pm on 10th April 2024 in Northborough Village Hall: Cllr Dudge reported that the session was very instructive and helpful and all those attending feel much more confident about using the defibrillators and CPR technique. **ACTION – Clerk** to thank the trainer on behalf of NPC.
 - c) Northborough Community Association, 7.00pm on 17th April 2024 in Northborough Village Hall: Cllr Dudge confirmed he would be attending.
 - d) NPC Working Party meeting, 7.00pm on Monday 22nd April 2024 in Northborough Village Hall: All Councillors are planning to attend.

24.51 CORRESPONDANCE RECEIVED:

- 51.1 Resident: Informing NPC that Openreach are building a new exchange which will service the north half of the Village but does not postcodes including Claypole Drive due to complex network issues. Members noted this correspondence and agreed it had been addressed in Item 24.47.1.e.
- 51.2 Resident: Informing NPC green a pile a green waste has been on the on the playing field at the rear of a property on Claypole Drive since October. Members reported that they had inspected the green waste and it as agreed to leave it as a habitat for wildlife.
- 51.3 Resident: Informing NPC that Russian Vine appears to be growing on a tree on the playing field at the rear of the properties on Claypole Drive. Members reported that they had viewed the tree and investigated Russian Vine and it was agreed no action is required at this time.

- 24.52 **DATE OF THE NEXT MEETING** was confirmed as **Wednesday 8th May 2024**, at 7.00pm in Northborough Village Hall.

There being no further business the Meeting closed at 8.08pm.

Approved as a true record of the meeting:  Chair, 8th May 2024

Abbreviations used in these Minutes:

AGAR – Annual Governance and Accountability Return
JPAG – Joint Panel on Accountability and Governance
NPC – Northborough Parish Council
JCC- John Clare Countryside
CAPALC – Cambridge and Peterborough Association of Local Councils

Schedule of Receipts and Payments (24.49.1)

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 new Memorial, £120.00
- b) Glinton & Northborough Football Club: Grass Cutting Contract (annual), £600.00
- c) Unity Trust: Interest (January 2024 – March 2024), £298.29

Payments:

- d) Lloyds Bank Plc: Monthly debit card fee (March 2024), £12.00 (autocard)*
- e) Wave Utilities: Cemetery Water supply (September – December 2023), £38.40 (autocard)*
- f) Information Commissioners Office: Data protection fee (annual), £35.00 (direct debit)*
- g) Unity Trust Bank: Service Charge (January 2024 – March 2024), £18.00*
- h) Staff Salary: Basic (March 2024), £1103.88*
- i) Nest: Staff Pension (March 2024), £73.01 (direct debit)*
- j) Staff Salary: Adjustment (March 2024), £223.98
- k) HMRC: PAYE (March 2024), £43.40
- l) Beebys: Contracted Grounds Maintenance (31st March 2024), £1855.72
- m) Newton Newton Flag & Banner Makers Ltd: D-Day Flag (28th March 2024), £28.80 incl VAT (Minute 24.36.4)
- n) HP Instant Ink: Printer ink subscription (21st March 2024), £11.99 incl VAT (autocard)
- o) Biffa Waste: Cemetery Waste Collection (31st March 2024), £59.38 incl VAT (direct debit)
- p) Wave Utilities: Cemetery Water supply (December 2023 – March 2024), £19.10