

Northborough Parish Council

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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 10th September 2025
starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: There were no members of the public present.

25.108 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Dadge (personal commitment) and Cllr Malcolm (work commitment).

25.109 **MINUTES OF THE PREVIOUS MEETINGS,** held on Wednesday 9th July 2025 was **resolved** as a true record and signed by the Chair.

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

25.111 **COUNCILLOR VACANCIES:** None.

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

25.113 **GOVERNANCE:**

113.1 *To note purchases made under delegated powers:* None.

25.114 **PLANNING:**

114.1 *To consider Application 25/1034/CTR: Sycamore – Fell, 44 Church Street:* It was noted that an extension for comments had been requested but no confirmation received from PCC. Members agreed NPC would support the Trees Officer's recommendation.

114.2 *To note applications and decisions received after the publication of the Agenda:* None.

114.3 Members received any update on the Peterborough Local Plan following the consultation: PCC is expected to comment before the end of September 2025.

25.115 **VILLAGE AMENITIES AND MAINTENANCE:**

115.1 Members reviewed outstanding maintenance and Councillors' actions:

- a) Church Street parking: Cllr Pearce reported that whilst Anglian Water works are underway the parking issues and school pick up and drop off times continue to be problematic. It was agreed to continue making reports to PCC parking enforcement.
- b) Play area fencing: Cllr Parker-Brown confirmed that a resident has kindly offered to weld broken fencing at no cost to NPC.
- c) Benches: Cllr Fowkes reported that the refurbishment project continues. **ACTION – Clerk** to order black spray paint.

115.2 Cllr Thomas reported that two hedgehog warning signs were installed on 2nd August 2025 in the village.

115.3 The Clerk reported that Cllr Parker-Brown will be meeting on site with Aragon (PCC) to discuss the location of the new Vehicle Activated Speed Sign in Church Street. **ACTION – Clerk** to confirm date and time with PCC.

115.4 Members noted that the Environment Agency, its contractors or the Internal Drainage Board has carried out maintenance in the Parish over the Summer months.

115.5 Members noted a letter from PCC concerning a complaint received regarding noise nuisance from

speakers during football training, and that Glinton and Northborough Football Club have been informed.

- 115.6 Members noted that the planter on Deeping St James Road has been 'adopted' by two residents. **ACTION – Cllr Thomas** to pass contact details onto the Clerk.
 - 115.7 Members noted that a resident had reported that the unofficial 'bike ramp' on the Playing Field has been modified with the removal of grass, and following inspection by NPC it was discovered that tree roots have been exposed by digging and a hole on the top of the ramp requires filling in; it was agreed to display a notice requesting that tree roots are not exposed by digging, and members will fill in the hole will; it was further agreed that removal of the mound would be considered if it continues to be altered and the ground dug. **ACTION – Cllr Thomas** to create notice. **ACTION – Members' working party** to fill in the hole.
 - 115.8 Members noted a report from PCC that the bases of the outdoor gym equipment on the Playing Field have become loose in the ground following dry weather and that PCC have cordoned off the area pending repair. Members reported that the plan to water the area with a hose did not work due to an issue with the connection to the Village Hall water supply. It was agreed to fill the gaps in with Postcrete. **ACTION – Members' working party.**
 - 115.9 Members noted that PCC have approved works to cut back the low hanging branches on a tree opposite the entrance to the Village Hall and are in the process of issuing a works order.
 - 115.10 Members noted that the trees at the east end of Church Street have been cut back but appear to have been damaged; the Clerk has contacted PCC to clarify if PCC carried out the works and if more is planned. The Clerk reported that the Trees Officer is currently on leave and that the maintenance requirement was reported to PCC in July 2025 with no further update.
- 25.116 **BIODIVERSITY, NATURE AND CLIMATE:**
- 116.1 Members noted that a resident has requested an update as to when the trees will be replanted on the strip of PCC owned land at the rear of Northborough Primary School. **ACTION – Clerk** to respond to resident.
 - 116.2 Members noted that Northborough Primary School have reported that saplings were planted on the strip of land (25.116.1) to replace the previously removed trees, however due to the dry weather they were largely unsuccessful; the school has made an application for larger saplings for future planting.
 - 116.3 Members discussed Northborough Primary School's invitation to discuss continuing use of the strip of land, surveying, maintenance and liabilities. It was agreed that Cllr Dadge is best placed to lead talks. **ACTION – Clerk and Cllr Dadge** to arrange. It was noted that Cllr Dadge has been invited to open the new Early Year's play area or pavilion. **ACTION – Clerk** to confirm with Cllr Dadge.
- 25.117 **COMMUNITY AND EVENTS:**
- 117.1 Members received an update on the Anglian Water works in Church Street from Cllr Thomas: The road is currently closed as works continue; a meeting between Anglian Water and residents will take place on Tuesday 16th September 2025 at 9.00am and Cllr Parker-Brown confirmed he will be attending.
 - 117.2 Members received an update on the application for the temporary road closure of East Road for the Christmas Light Switch On 2025 from Cllr Parker-Brown who confirmed the application has been drafted and asked members to clarify two queries. It was agreed that the application can be submitted. **ACTION – Cllr Parker-Brown.**
 - 117.3 Members received an update on the suitability of the Christmas Tree offered as a donation by a resident for the Christmas 2025 festivities from Cllr Parker-Brown and Cllr Sloan: The tree is approximately 24' and is suitable for installation on the green area on East Road. It was **resolved** to accept the donation, and it was noted that a risk assessment will be required for transport to East Road. It was agreed that the hedge on the green area requires maintenance. **ACTION – Clerk** to obtain quotation(s). **ACTION – Clerk** to accept the donation on behalf of NPC and **Cllr Parker-Brown and Cllr Sloan** to lead.
 - 117.4 Members considered content for the NPC contribution to the November/December 2025 edition of the Village Tribune to be submitted by Friday 17th October 2025. **ACTION – Cllr Thomas** to write.
- 25.118 **FINANCE:**

MINUTES

Northborough Parish Council

- 118.1 Members **resolved** to approve the attached Schedule of Receipts and Payments. It was noted that staff pay included 2.5hrs overtime for the handyperson for necessary maintenance.
- 118.2 *To approve the financial reports for two months to 30th June 2025:* It was agreed to defer this item to the meeting of 8th October 2025.
- 118.3 Members considered quotations to fell the dead birch tree on the green area next to the pumping station on Church Street, and it was **resolved** to accept the quotation from David Palmer Tree Services in the sum of £500 excl. VAT. **ACTION – Clerk** to submit application for tree works in a conservation area to PCC Planning Services and instruct the contractor.
- 118.4 *To consider a proposal to replace the birch tree (Item 25.118.3) with a fruit tree up to a purchase price of £75.00 excl. VAT, and to note that the type, size and location of the fruit tree would need to be agreed with PCC Trees Officer prior to planting.* It was agreed to defer this item to the meeting of 8th October 2025. **ACTION – Clerk** to ask PCC Trees Officer for his suggestions for a replacement tree.
- 118.5 Members discussed expenditure and projects for 2026/27 ahead of the first draft of the 2026/27 budget. **ACTION – Clerk** to create draft schedule for capital expenditure and projects for initial discussion at finance meeting with Cllr Thomas and Cllr Malcolm.
- 118.6 Members considered the proposed Peterborough Net Zero Final Grant Agreement, and it was **resolved** to approve the agreement. **ACTION – Clerk** to confirm submission requirements with PCC.
- 118.7 Members considered a proposal to replace the ‘mushrooms’ play equipment in the children’s play area, and it was **resolved** to obtain quotations for consideration at a future meeting. **ACTION – Cllr Parker-Brown** to arrange quotations and meet onsite with contractors on 16th September 2025.
- 118.8 Members **resolved** to approve a proposal to install a memorial plaque in memory of former Councillor Malcolm Spinks on the bench that will be installed on Clare Road; the cost of the plaque being in the sum of approximately £17.00 excl. VAT. Members agreed the wording as similar to an existing bench memorial plaque. **ACTION – Cllr Thomas and the Clerk** to draft the wording for approval by Mrs Spinks.
- 118.9 It was **resolved** to approve the purchase of replacement adult defibrillator pads for installation in the cabinets at the Village Hall and on East Road in the sum of £129.00 excl. VAT each, and the purchase of a replacement paediatric pad for installation in the cabinet at Northborough Primary School in the sum of £114.00 excl. VAT; totalling £372.00 excl. VAT from The Defib store.
- 118.10 It was **resolved** to approve CAPALC training courses for Cllr Thomas: Chairmanship training in the sum of £50.00 and Finance for Councillors in the sum of £35.00. **ACTION – Clerk** to book.
- 118.11 It was **resolved** to approve CAPALC Councillor training for Cllr Parker-Brown in the sum of £75.00. **ACTION – Clerk** to forward schedule link to Cllr Parker-Brown.
- 118.12 It was **resolved** to approve payment of invoice from Eyelid Productions dated 28th August 2025 in the sum of £100.00 for annual website support. **ACTION – Clerk** to include on future schedules of regular payments.
- 118.13 It was **resolved** to renew of the Grounds Maintenance contract with Beebys for one year from 1st October 2025. **ACTION – Clerk** to inform Beebys.
- 25.119 **REPORTS FROM COUNCILLORS AND CLERK.**
- 119.1 To receive reports from Councillors: None.
- 119.2 Members received reports from the Clerk on items not covered elsewhere on the agenda:
- A Cllr had queried if NPC should invest in a chainsaw: Members noted that training certifications and additional insurance would be required. **ACTION – Clerk** to inform the Councillor.
 - NPC had been copied into a letter, after the publication of the agenda, from a resident to Northborough Primary School and PCC parking enforcement team raising a complaint about dangerous and inconsiderate parking as school pick up and drop off times.
 - Quotations have been sought for works to the overflow car park.
 - The Clerk informed members of the requested wording for the agreed memorial plaque that a resident will be purchasing for installation on a bench on the playing field.
- 119.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
- Northborough Community Association meeting, held on Wednesday 16th July 2025 and

- Wednesday 20th August 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
- b) John Clare Countryside Northeast Parish Cluster meeting held on Thursday 4th September from 2.00pm to 4.00pm in Maxey Village Hall.
 - c) Northborough Community Association meeting, to be held on Wednesday 17th September 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall. Cllr Thomas confirmed she will attend in Cllr Dudge's absence.
 - d) NPC Working Group meeting, to be held on Monday 22nd September 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - e) Peterborough Parish Liaison meeting, to be held on 23rd September 2025 at 7.00pm in the Conference Room at Sand Martin House. Cllr Chiva confirmed he will be attending.

25.120 CORRESPONDANCE RECEIVED:

- 120.1 Members noted an invitation from The Deepings Practice Patient Participation Group to a Question-and-Answer Forum to be held on Friday 17th October 2025 at 1.00pm to 2.00pm in The Meeting Room at The Deeping Practice.
- 120.2 Members noted a complaint received on 1st August 2025 regarding burials and received a report on actions taken from Cllr Thomas. Members discussed the findings of the internal investigation, and it was **resolved** to send the agreed response to the complainant. **ACTION – Clerk.**
- 120.3 Members considered correspondence from a resident received on 1st September 2025 regarding parking on East Road and it was agreed that no action from NPC is required as further correspondence had been received reporting that the issue has improved, and it was agreed that should the issue arise again it should be reported to PCC.

25.121 **NEXT MEETING:** The date of the next meeting was confirmed as Wednesday 8th October 2025.

There being no further business the Meeting closed at 8.28pm.

Approved as a true record of the meeting: SAPM. N Chair, 8th October 2025

Abbreviations used in these Minutes:

PCC – Peterborough City Council

NPC – Northborough Parish Council

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

Schedule of Receipts and Payments (25.118.1)

Items marked * were paid prior to the meeting as per the agreed regular payments list (Minute 25.15.1), 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) Cemetery fees: Deed of Exclusive Rights of Burial (two), £500.00
- b) Cemetery fees: Deed of Exclusive Rights of Burial, £500.00
- c) PCC: Second instalment of Parish Council Precept, £13,402.85
- d) PCC: Second instalment for Parish Recreation Grounds, £8,138.52
- e) PCC: Second instalment for Parish Burial Grounds, £3,833.57

Payments:

- f) Lloyds Bank Plc: Monthly debit card fee (July 2025), £3.00 (autocard)*
- g) HP Instant Ink UK: Ink subscription (21st June 2025), £13.49 incl VAT*
- h) Cloud Next: Annual website hosting fee (25th June 2025), £60.00 incl VAT*
- i) Cloud Next: Annual website hosting fee (25th June 2025), £59.99 incl VAT*
- j) Staff salary adjustment: June 2025, £53.28*

- k) CAPALC: Councillor training (Cllr Sloan), £75.00 (Minute 25.104.6)*
- l) Beebys: Contracted Grounds Maintenance (June 2025), £2085.09 incl VAT*
- m) Staff Salary: Basic (July 2025), £1381.49*
- n) Unity Trust: Service charge (July 2025), £6.00*
- o) Lloyds Bank Plc: Monthly debit card fee (August 2025), £3.00 (autocard)*
- p) Screwfix: Paint for Cemetery shed (4th July 2025), £30.18 incl VAT, £30.18 (Minute 25.54.9)*
- q) Amazon: Bird deterrent strips (15th July 2025), £27.60 (Minute 25.104.5)*
- r) HP Instant Ink UK: Monthly ink subscription (21st July 2025), £13.49 incl VAT*
- s) HMRC: PAYE (July 2025), £157.85*
- t) Nest Pensions: July 2025, £77.31 (direct debit)*
- u) Staff Salary: Basic (August 2025), £1357.16*
- v) Unity Trust: Service charge (August 2025), £6.00*
- w) Biffa Waste: Cemetery Waste Collection (31st July 2025), £101.09 incl VAT (direct debit)*
- x) Biffa: Cemetery Waste Collection (31st August 2025), £67.39 incl VAT (direct debit)
- y) Staff salary adjustment: July 2025, £53.28
- z) Staff salary adjustment: August 2025, £166.34
- aa) Beebys: Contracted Grounds Maintenance (August 2025), £2085.09 incl VAT
- bb) HMRC: PAYE (August 2025), £237.70
- cc) SLCC: Annual Membership: £TBC
- dd) Nest: Staff pension, £90.35 (direct debit), £90.35*
- ee) Screw Fix: Paint for shed (4th July 2025), £30.18 incl VAT (autocard) (Minute 25.54.9)*