

Northborough Parish Council
www.northborough-pc.gov.uk
Northborough & Deeping Gate Village Hall,
Cromwell Close, Northborough, PE6 9DP
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Minutes of a Meeting of Northborough Parish Council held on Wednesday 8th October 2025 starting at 7.00pm, at Northborough Village Hall.

MEMBERS PRESENT: Councillors, Steve Parker-Brown (Vice-Chair), Robert Chiva, Patricia Pearce, Callum Sloan and Mark Malcolm.

IN ATTENDANCE: Clerk Elinor Beesley.

The Chair being absent, the Vice-Chair presided over the meeting in accordance with the Local Government Act 1972

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

25.122 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Thomas (personal commitment), Cllr Fowkes (personal commitment) and Cllr Dadge (personal commitment).

25.123 **MINUTES OF THE PREVIOUS MEETINGS,** held on Wednesday 10th September 2025 were **resolved** as a true record and signed by the Chair.

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

25.125 **COUNCILLOR VACANCIES:** None.

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

25.127 GOVERNANCE:

127.1 Members noted purchases made under delegated powers:

- a) Signomatic: Memorial plaque, £23.77 incl VAT.
- b) Sainsburys: Stationery: £3.00 incl. VAT.

127.2 Members noted the AGAR 2024/25 External Auditors Certificate and Report and noted that it has been published together with the Notice of Conclusion of Audit.

25.128 PLANNING:

128.1 Members noted Application 25/1034/CTR: Sycamore – Remove, causing light problems and has low amenity value, 44 Church Street has been permitted.

128.2 Members considered Application 25/01129/HHFUL: Proposed rear extension, 31 Granville Avenue and it was agreed that NPC has no objection, and no comments to make.

128.3 Members noted applications and decisions received after the publication of the Agenda:

- a) 25/00283/FUL: Proposed conversion of Dovecote, offices, outbuildings and workshop into 3no. Dwellings, 24A Church Street Northborough Peterborough PE6 9BN, permitted.
- b) 25/00284/LBC: Proposed conversion of Dovecote and offices to form a 2no. bedroom dwelling, and proposed works to the curtilage listed long barn and the demolition and construction of the wall attached to the rear of the listed farmhouse, 24A Church Street, permitted.

128.4 Members discussed the Peterborough Local Plan Key Issues Report and SHELAA report published September 2025. It was noted that the promoters, Richborough, have submitted screening requests to PCC to determine if an Environmental Impact Assessment (EIA) is required.

25.129 VILLAGE AMENITIES AND MAINTENANCE:

129.1 Members reviewed outstanding maintenance and Councillors' actions:

- a) 'Bike ramp' notice: **ACTION – Clerk** to replace the notice after it was vandalised.
- b) Playing field maintenance jobs: The working party is due to carry out the work after 13th October 2025, weather dependent.
- c) Church Street trees: No update has been received from PCC regarding who carried out the maintenance and if more is due to take place.

- 129.2 It was noted that Cllr Parker-Brown met with Aragon Services (PCC) on Tuesday 16th September 2025 and the location of the Church Street Vehicle Activated Speed sign was agreed and it was confirmed that a new column is required; the VAS is due for delivery on 8th October 2025, PCC have been instructed and the Clerk is awaiting the installation date.
- 129.3 It was noted that Northborough Primary School have confirmed that they have successfully applied for ten domestic tree saplings from a carbon off-set organisation for re-planting on NPC land at the rear of the school. Cllr Chiva confirmed that he would attend a meeting with Cllr Dadge and Northborough Primary School to discuss responsibilities and maintenance of the trees.

25.130 BIODIVERSITY, NATURE AND CLIMATE: None.

25.131 COMMUNITY AND EVENTS:

- 131.1 Cllr Parker-Brown had circulated a report on the Anglian Water and residents' meeting held on Tuesday 30th September 2025: the works are proceeding well however they are taking longer than anticipated.
- 131.2 Cllr Parker-Brown and Cllr Sloan reported on plans for the Christmas Light Switch On 2025: the application for the temporary road closure of East Road has been submitted to PCC, a date has been agreed for the tree to be transported to East Road and installed and Cllr Parker-Brown has arranged to borrow a PA system. Collection of donations for St Andrews Church was discussed **ACTION – Clerk** to discuss further with Cllr Parker-Brown and Cllr Sloan. Cllr Sloan has spoken with Just Sing! choir about performing at the event. **ACTION – Cllr Sloan** to pass details onto the Clerk. **ACTION – Clerk** to send list of actions to Cllr Parker-Brown and Cllr Sloan.
- 131.3 Members considered additional items news for inclusion in the November/December 2025 edition of the Village Tribune. **ACTION – Clerk** to forward suggestions to Cllr Thomas.
- 131.4 It was noted that a group of travellers has set up on a site in Glinton Parish and PCC have been informed.

25.132 FINANCE:

- 132.1 It was **resolved** to approve the attached Schedule of Receipts and Payments.
- 132.2 It was **resolved** to approve the financial reports for one month to 30th September 2025.
- 132.3 It was **resolved** to approve reimbursement to Cllr Fowkes for purchase of materials for bench refurbishment from Branch Bros and Harrison & Dunn in the sum of £29.24.
- 132.4 It was noted that PCC have returned the signed Peterborough Net Zero agreement.
- 132.5 It was **resolved** to approve payment of invoice dated 17th September 2025 from G D Services – Thorney for grave digging in the sum of £160.00.
- 132.6 *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 ex 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 **resolved** to defer this item.
- 132.7 Members considered the 2026/27 draft budget and agreed amendments.
- 132.8 Members reviewed the 5-year capital plan and agreed amendments.
- 132.9 Members considered a quotation for the refurbishment and repairs as necessary of the children's play are fencing and it was agreed to defer the item for consideration with the updated forecast 2025/26 and the amended draft budget 2026/27. **ACTION – Cllr Parker-Brown** to confirm the number of panels.
- 132.10 *To consider a quotation for maintenance to the bushes on the green area on East Road:* It was noted that the grounds maintenance contract includes maintenance of these bushes. **ACTION – Clerk** to contact the contractor. It was noted that the wall is in need of repair, and the loose bricks may present a health and safety issue. **ACTION – Clerk** to contact the landowner to ask if the loose bricks can be removed or made safe, and if there are plans to repair the wall.
- 132.11 *To consider a proposal including quotations to repair the overflow car park:* It was agreed that members will meet on site to discuss the extent of the works required before the proposal can be considered.



- 132.12 To consider quotations to replace the 'mushrooms' play equipment in the children's play area: It was agreed to defer this item in order for further quotations to be obtained.
- 132.13 Members **resolved** to approve a proposal to purchase an additional bench for installation on the playing field to be used for the display of memorial plaques. **ACTION – Cllr Parker-Brown** to send details of existing benches on the Playing Field to the Clerk. **ACTION – Clerk** to obtain quotations.

25.133 REPORTS FROM COUNCILLORS AND CLERK.

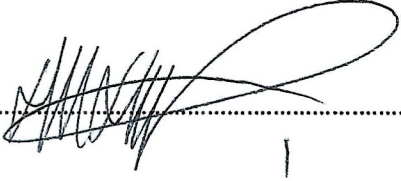
- 133.1 To receive reports from Councillors: None.
- 133.2 Members received reports from the Clerk on items not covered elsewhere on the agenda:
- a) The NCA had informed NPC that a resident had a Christmas Tree that could be donated for the Christmas 2025 event; the Clerk informed NCA that a donation of Christmas tree had already been accepted.
 - a) An enquiry had been received from Deeping Literary Festival regarding a Community Grant and the Grants' Policy and application form have been forwarded.
 - b) The Clerk had spoken with Good Neighbours Rural Regarding actions required by NPC. **ACTION – Clerk** to invite Good Neighbours Rural to an upcoming Council meeting. Good Neighbours Rural enquired if a Councillor would become a trustee in order to represent NPC and Cllr Pearce expressed an interest. **ACTION – Clerk** to provide information to Cllr Pearce and include the item on November's Agenda.
- 133.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
- a) Northborough Community Association meeting, held on Thursday 11th September 2025 (date change) at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - b) Peterborough Parish Liaison meeting, 23rd September 2025 at 7.00pm in the Conference Room at Sand Martin House.
 - c) Northborough Community Association meeting, to be held on Wednesday 15th October 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - d) NPC Working Group meeting, to be held on Monday 27th October 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.
 - e) Burials Committee meeting, to be held on Monday 27th October 2025 at 6.15pm in The Cromwell Suite, Northborough Village Hall.

25.134 CORRESPONDANCE RECEIVED:

- 134.1 It was noted that a second resident had offered to donate a Christmas Tree for Christmas 2025, and the Clerk had responded that a donation had already been accepted.

25.135 **NEXT MEETING:** The date of the next meeting was confirmed as Wednesday 12th November 2025.

There being no further business the Meeting closed at 9.16pm.

Approved as a true record of the meeting:  Chair, 12th November 2025

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

NCA – Northborough Community Association

Schedule of Receipts and Payments (25.132.1)

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) Burial fees (interment and associated fees, £560.00
- b) Unity Trust Bank: Interest, £230.12

Payments:

- c) Nest: Staff pension, £90.35 (direct debit), £90.35*
- d) Eyelid Productions: Annual website support (28th August 2025), £100.11 (Minute 25.118.12)*
- e) Lloyds Bank Plc: Monthly debit card fee (August 2025), £3.00 (autocard)*
- f) HP Instant Ink UK: Ink subscription (20th August 2025), £13.49 incl VAT (autocard)*
- g) G D Services Thorney: Grave digging services (29th August 2025), £245.00*
- h) Beebys: Contracted Grounds Maintenance (August 2025), £2085.09 incl VAT*
- i) PKF Littlejohn: External Audit, £378.00 incl VAT*
- j) G D Services Thorney: Grave digging services (29th August 2025), 245.00*
- k) Beebys: Contracted Grounds Maintenance (July 2025), £2085.09 incl VAT*
- l) Defib Store: Replacement defibrillator pads (15th September 2025). £458.40 incl VAT (Minute 25.118.9)*
- m) Anglian Water Business t/a Wave: Cemetery Water supply (8th September 2025), £27.00 incl VAT (direct debit)*
- n) Staff Salary: Basic (September 2025), £1356.96*
- o) Unity Trust: Service charge (September 2025), £6.00*
- p) Elan City: Vehicle Activated Speed sign (30th September 2025)), £3107.99 incl VAT (Minute 25.54.7)*
- q) Staff salary adjustment: September 2025, £78.48
- r) HMRC: PAYE (September 2025), £175.30
- s) Nest Pensions: September 2025, £80.31 (direct debit)
- t) Beebys: Contracted Grounds Maintenance (September 2025), £2085.09 incl VAT
- u) SLCC: Annual Membership: £TBC
- v) E Beesley: Reimbursement (plastic pockets), £3.00