

### 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 12<sup>th</sup> November 2025**  
starting at 7.00pm, at Northborough Village Hall.

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

**IN ATTENDANCE:** Clerk Elinor Beesley.

**PUBLIC FORUM:** There was one member of the public present who was permitted to speak about an item not on the agenda: they would like to nominate The Packhorse to be added to the PCC Register of Assets of Community Value. **ACTION – Clerk** to include the item on the agenda for the meeting of 10<sup>th</sup> December 2025 for consideration.

25.136 **APOLOGIES FOR ABSENCE:** Apologies were received and accepted from Cllr Robert Chiva (personal commitment).

25.137 **MINUTES OF THE PREVIOUS MEETING,** held on Wednesday 8<sup>th</sup> October 2025 were **resolved** as a true record and signed by the Chair.

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

25.139 **COUNCILLOR VACANCIES:** None.

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

25.141 **GOVERNANCE:**

141.1 Members noted purchases made under delegated powers: None.

141.2 Members agreed the date of the Annual Parish Meeting 2026 as Saturday 16<sup>th</sup> May 2026 at 3.00pm. **ACTION – Clerk** to book the Village Hall.

25.142 **PLANNING:**

142.1 Members noted Application 35/01129/HHFUL: Proposed rear extension, 31 Granville Avenue has been permitted.

142.2 Members noted applications and decisions received after the publication of the Agenda:  
a) Application 25/01419/HHFUL: Single-storey rear extension, 35 Castle Drive.

25.143 **VILLAGE AMENITIES AND MAINTENANCE:**

143.1 Members reviewed outstanding maintenance and Councillors' actions:

a) The outdoor gym equipment is now secure in the ground following recent rain. **ACTION – Clerk** to add ground maintenance of gym equipment to an agenda in the spring.

b) The fence and the maintenance of the trees at the rear green area on Church View was discussed. **ACTION – Clerk** to obtain quotations for re-positioning the fence.

c) Green Burials Area signage: the item was discussed at the Burials Committee meeting. **ACTION – Clerk** to forward Cllr Dadge a link to the suggested sign and add the item to the agenda for the meeting of 10<sup>th</sup> December 2025.

d) PCC have requested an on site meeting to discuss the installation of the solar lighting in the Village Hall car park. **ACTION – Clerk** to arrange meeting with PCC and Cllr Dadge.

e) Welding of children's play area fence: **ACTION – Clerk/Cllr Parker-Brown** to obtain quotations.

143.2 The maintenance of the green area, East Road, strimming of the wildflower areas and maintenance of the Cemetery hedges was due to take place on Thursday 6<sup>th</sup> November 2025, it

# MINUTES

## Northborough Parish Council

was noted that the hedges on East Road do not appear to have been cut and the new wildflower areas have not been strimmed. **ACTION – Clerk** to contact Beebys.

- 143.3 Members noted the Local List of Heritage Assets in Peterborough list 2025, and that many of the properties put forward by NPC some years ago are now included.
- 143.4 Members noted that the dead birch tree on Church Street will be felled on 26<sup>th</sup> November 2025.

25.144 **BIODIVERSITY, NATURE AND CLIMATE:** None.

25.145 **COMMUNITY AND EVENTS:**

- 145.1 Cllr Parker-Brown reported that Anglian Water are making progress with the sewer works on Church Street.
- 145.2 Members discussed and reviewed plans and actions for the Christmas Light Switch On event to be held on Sunday 30<sup>th</sup> November 2025. **ACTION – Clerk** to update action list and re-circulate and send shopping list to Cllr Sloan.

25.146 **FINANCE:**

- 146.1 It was **resolved** to approve the attached Schedule of Receipts and Payments.
- 146.2 It was **resolved** to approve the financial reports for one month to 31<sup>st</sup> October 2025.
- 146.3 Members considered a proposal to replace the birch tree on the green area, Church Street 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 tree would need to be agreed with PCC Trees Officer prior to planting. It was **resolved** to amend the proposal to consider alternative trees to fruit trees, and it was **resolved** to approve the purchase of a suitable tree up to a cost of £75.00.
- 146.4 Members considered the 2026/27 draft budget and agreed amendments.
- 146.5 Members reviewed the 5-year capital plan and agreed amendments.
- 146.6 Members considered a proposal including quotations to repair the overflow car park and it was **resolved** to accept the quotation from Mumby Landscapes Ltd in the sum of £2165.00 excl. VAT. **ACTION – Clerk** to instruct the contractor and inform the NCA.
- 146.7 Members noted the Scribe Accounts subscription fee will increase by a sum of £8.20 per month from 1<sup>st</sup> April 2026.
- 146.8 It was **resolved** to accept a quotation from Glasdon UK Ltd for a bench for installation on the playing field (Item 25.132.13) in the sum of £666.20 excl. VAT and it was **resolved** to allow a budget in the sum of £50.00 excl. VAT for installation materials. **ACTION – working group** to agree the location. **ACTION – Clerk** to liaise with Cllr Fowkes and order the installation materials.
- 146.9 It was **resolved** to accept a quotation from AM Kreative Media Ltd for the printing and delivery of the Christmas Light Switch On flyers in the sum of £120.00 excl. VAT.
- 146.10 It was **resolved** to approve the fee for the Choir performing at the Christmas Light Switch On event in the sum of £50.00.
- 146.11 It was **resolved** to approve the budget for the Christmas Light Switch On Event in the sum of £500.00.

25.147 **REPORTS FROM COUNCILLORS AND CLERK.**

- 147.1 To receive reports from Councillors:
- Cllr Thomas attended a finance for Councillors training course.
  - Cllr Thomas had been contacted by a resident to raise concerns that cyclists are not dismounting before crossing the driveway of the manor house and there have been near-misses and a collision with a delivery vehicle. **ACTION – Clerk** to contact PCC for advice.
- 147.2 Members received reports from the Clerk on items not covered elsewhere on the agenda:
- A resident has queried if the whole of the top of the cemetery hedge should be cut when it is maintained; the Clerk confirmed that the contract states the cemetery side only is maintained by NPC. **ACTION – Clerk** to check the title deeds, speak with the contractor and respond to the resident.
- 147.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
- Northborough Community Association meeting, held on Wednesday 15<sup>th</sup> October 2025 at 7.00pm in The Cromwell Suite, Northborough and Deeping Gate Village Hall.
  - Northborough Community Association AGM, to be held on Wednesday 19<sup>th</sup> November 2025 at



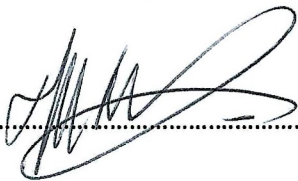
7.00pm in Northborough and Deeping Gate Village Hall.

- c) NPC Working Group meeting, to be held on Monday 24<sup>th</sup> November 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.

25.148 **CORRESPONDENCE RECEIVED:** None.

25.149 **NEXT MEETING:** The date of the next meeting was confirmed as Wednesday 10<sup>th</sup> December 2025.

There being no further business the Meeting closed at 8.44pm.

Approved as a true record of the meeting: .....  ..... Chair, 10<sup>th</sup> December 2025

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

NCA – Northborough Community Association

### Schedule of Receipts and Payments (25.146.1)

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: None

Payments:

- a) Lloyds Bank Plc: Monthly debit card fee (2<sup>nd</sup> October 2025), £3.00\*
- b) HP Instant Ink UK: Ink subscription (24<sup>th</sup> September 2025), £13.49 incl. VAT (autocard)\*
- c) Signomatic: Memorial plaque (29<sup>th</sup> September 2025), £23.77 incl. VAT (autocard)\*
- d) Staff salary: Basic (October 2025), £1357.16\*
- e) Unity Trust: Service charge (October 2025), £6.00\*
- f) Nest Pensions: October 2025, £87.91 (direct debit)\*
- g) Biffa Waste: Cemetery Waste Management (30<sup>th</sup> September 2025), £67.39 incl. VAT\*
- h) Staff salary adjustment: October 2025, £157.71
- i) HMRC: PAYE (October 2025), £222.66
- j) Beebys: Contracted Grounds Maintenance (October 2025), £2085.09 incl. VAT
- k) Biffa Waste Services Limited: Cemetery waste management (31<sup>st</sup> October 2025), £67.39 incl. VAT (direct debit)
- l) SLCC: Annual Membership: £188.00