

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 9th April 2025 starting at 7.00pm, at Northborough Village Hall.

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

IN ATTENDANCE: Clerk Elinor Beesley.

PUBLIC FORUM: Two members of the public were present; one with a view to co-option to NPC, and one who wished to comment on Item 25.49.1. The comments received on Item 25.49.1 were received from the applicant of the planning application who reported that the application is to convert Dovecote and office into a two-bedroom dwelling: the footprint of the building will not be altered, the conversion of the dovecote will be sympathetic and the neighbour's comments regarding their privacy have been taken into consideration.

25.43 **APOLOGIES FOR ABSENCE:** None.

25.44 **MINUTES OF THE PREVIOUS MEETING**, held on Wednesday 12th March 2025: it was **resolved** to approve the minutes as a true record, and they were signed by the Chair.

25.45 **REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS:** Glinton and Castor Ward Cllr Neil Boyce was present who spoke about the upcoming Parish Liaison meeting regarding the Peterborough Local Plan which will be held on 30th April 2025.

25.46 **COUNCILLOR VACANCIES:** One application for co-option was received from Callum Sloan : Mr Sloan introduced himself to Council and explained his reasons for wishing to be co-opted. It was unanimously **resolved** to co-opt Mr Sloan and he signed the Declaration of Acceptance to Office and joined the meeting at this point as Cllr Sloan. **ACTION – Clerk** to send Cllr induction papers to Cllr Sloan.

25.47 **DECLARATIONS OF INTEREST:** Cllr Dadge declared an interest in Item 25.532; no written requests for dispensation for disclosable pecuniary interests were granted.

25.48 **GOVERNANCE:**

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

48.2 Members confirmed receipt of the Practitioners Guide 2025.

48.3 Members noted that the Internal Audit has been booked for Thursday 1st May 2025.

25.49 **PLANNING:**

49.1 Members considered Applications 25/00283/FUL and 25/000284/LBC: Proposed conversion of Dovecote and office to form a 2no. bedroom dwelling, 24A Church Street and it was **resolved** that NPC support the application and would ask that Planning Services take the neighbour's comments into account regarding privacy. **ACTION – Clerk** to respond to PCC Planning Services.

49.2 Members noted Planning Appeal APP/J0540/X/23/3320806, 63 Lincoln Road has been allowed.

49.3 Members considered Application 25/00342/CTR: Sycamore Tree – approx. 2m reduction to previously established height and spread into the visible pruning points from previous reduction, 1 Church Farm Mews and it was agreed that NPC has no objections and no comment to make.

49.4 Members considered Application 25/00262/CTR: Ash Tree – Removal, The Priory, 11 Church Street and it was agreed that NPC has no objections and no comment to make.

49.5 Members considered Application 25/00397/HHFUL: Single-storey front extension to form entrance porch, 14 Church Street and it was agreed that NPC has no objections and no comment to make.

49.6 Members noted applications and decisions received after the publication of the Agenda.

a) Application 25/00090/HHFUL and 25/00091/LBC: Proposed barn conversion to form



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recreational space, 52 Church Street has been permitted.

25.50 VILLAGE AMENITIES AND MAINTENANCE:

- 50.1 Members reviewed outstanding maintenance and Councillors' actions:
- a) Silver Birch tree, Church Street verge: Cllr Dadge has met on site with the former PCC Trees Officer and was advised that there is arguably a case to remove the tree as it is leaning and being suppressed by the larger tree next to it. **ACTION – Cllr Dadge** to apply to PCC to carry out tree work in a conservation area, namely the removal of the Silver Birch.
 - b) Respraying of benches: It was agreed the benches can now be resprayed as the weather has improved. **ACTION – Clerk** to purchase spray paint.
 - c) Clare Road bench: Cllr Fowkes to clean up the spare bench for installation on the verge corner of Clare Road. **ACTION – Cllr Fowkes.**
 - d) Green Burials signage: Cllr Dadge has installed a temporary sign. **ACTION – Cllr Dadge** to research options for a permanent sign.
 - e) School parking: it was agreed to revisit the parking issue when Church Street re-opens.
- 50.1 Members noted that the request to PCC to install parking restrictions in Claypole Drive and Castle Drive has been investigated and has progressed to the formal stage however PCC is not able to provide a timescale for the works at this time.
- 50.2 Members noted that an electrician inspected the defibrillator cabinet at the Village Hall and found that the heater had been turned off; it has been turned back on, and the condensation has cleared. The electrician will be making changes to the switch to make the heater more difficult to turn off in error; all works are at no cost to NPC.
- 50.3 Members discussed correspondence from PCC confirming that repair, maintenance and insurance of the play equipment are the responsibility of NPC: it was agreed that NPC accepts the confirmation unless information to the contrary is found, and it was noted that NPC will need to allow for repairs and maintenance in future budgets.

25.51 BIODIVERSITY, NATURE AND CLIMATE:

- 51.1 Members noted the new hedgehog signs have been delivered and received an update from Cllr Thomas: the signs have been installed on Deeping St James Road and Lincoln Road near The Manor, Cllr Thomas is waiting for the leaflets to be delivered from The British Hedgehog Conservation society and posters are on display in the noticeboards. Cllr Thomas reported that official Highways Small Mammal signs would be preferable. Ward Cllr Neil Boyce offered to make enquiries on behalf of NPC and was thanked by members.
- 51.2 Members received an update on the new wildflower areas on the Playing Field from Cllr Dadge: Turf cutting of two of the wildflower areas took place on Wednesday 9th April 2025 and they are ready to be seeded. Cllr Dadge reported that the rolls of cut turf need to be stacked to create a habitat for masonry bees and invertebrates and that they will degrade over approximately three years. The third area is on hold for the time being. **ACTION – Cllr Dadge** to arrange with members for the seeds to be planted. **ACTION – Cllr Dadge** to organise a small group to stack the turf; Cllr Parker-Brown has volunteered.

25.52 PCC LOCAL PLAN:

- 52.1 Members noted that the Peterborough Local Plan will be out for public consultation from Friday 11th April 2025 to Friday 30th May 2025 and it was agreed to discuss NPC's response at the meeting on
- 52.2 Members considered a collaboration with DGPC to inform residents of both parishes about the Local Plan consultation and to gather feedback. It was agreed to host a public meeting in Northborough & Deeping Gate Village Hall as soon as practicable, and to invite Market Deeping Town Council and Deeping St James Parish Council. **ACTION – Cllr Dadge** to liaise with the Chair of Deeping Gate Parish Council, Cllr Thomson to agree the meeting date, to agree plans to create flyers to publicise the event and to agree the list of invitees.

25.53 COMMUNITY AND EVENTS:

- 53.1 Members discussed content for the May/June Village Tribune article. **ACTION – Cllr Thomas** to draft and send to Clerk. Cllr Dadge reported that a Cllr Bennett, Deeping Gate Parish Council has contacted him to ask if NPC would contribute to an article that she is writing for inclusion in the next edition of The Village Tribune to raise awareness of the on behalf of local Parish Councils and

members agreed that Cllr Dadge would contribute. **ACTION – Cllr Dadge.**

- 53.2 Members considered an enquiry from Lois Groves to carry out volunteer work in Northborough Parish over a period of six months as part of her Silver Duke of Edinburgh Award over a period of six months. Members supported the request, and it was **resolved** to ask Miss Groves to 'adopt' the planters on Deeping St James Road and Church Street for the volunteer period.
- 53.3 Members noted the CPR and Defibrillator training event hosted by East Anglian Air Ambulance has been booked for Friday 6th June 2025 at 7.00pm in Northborough Village Hall.
- 53.4 Members received a report on the PECT Workshop on Net Zero Barriers and Opportunities held on Thursday 25th March 2025 at 5.30pm to 7.30pm in the Cromwell Suite, Northborough Village Hall from Cllr Dadge and Cllr Thomas: several NPC Members and members of the public attended who found the event interesting and informative; information was provided about heat pumps.

25.54 FINANCE:

- 54.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 54.2 Members **resolved** to approve the financial reports for year to 31st March 2025.
- 54.3 Members noted that PCC has reported that an item of play equipment is in need of repair and considered the quotation from Aragon Direct Services in the sum of £1024.00. It was noted that the Risk Assessment notes the play equipment item as low risk. It was agreed to wait for the official quotation and more information from PCC, and to obtain additional quotations as appropriate. **ACTION – Clerk** to follow up with PCC and obtain quotations if required.
- 54.4 Members noted that the Application for Peterborough Net Zero Villages Grant Funding has been successful, and NPC is awaiting confirmation of the next steps. **ACTION – Clerk** to forward Charlotte Palmer's contact details to Cllr Dadge. **ACTION - Cllr Dadge** to contact Charlotte Palmer to discuss next steps.
- 54.5 Members noted the HP Ink subscription is increasing to £13.49 incl VAT per month from 19th April 2025.
- 54.6 Members considered a proposal to purchase two commemorative flower bed plaques for the Churchyard and it was **resolved** to allow a budget in the sum of £100.00. **ACTION – Clerk** to purchase.
- 54.7 Members **resolved** to approve a proposal to purchase a Vehicle Activated Speed Sign, for installation in Church Street, from Elan City in the sum of £2,500.00 plus VAT, and accept the quotation for installation from PCC in the sum of £557.25. **ACTION – Clerk** to make the purchase and instruct Aragon Direct Services.
- 54.8 Members **resolved** to approve a proposal to spend up to £100.00 on plants for the Cemetery in additional to the budget agreed at Item 24.139.8 in the sum of £150.00.
- 54.9 Members **resolved** to approve purchase of materials for repainting of the Cemetery shed door in the sum of approximately £40.00. It was agreed to repaint the shed door in green. **ACTION – Cllr Dadge** to order the materials.

25.55 REPORTS FROM COUNCILLORS AND CLERK.

- 55.1 *To receive reports from Councillors:* None.
- 55.2 Members received reports from the Clerk on items not covered elsewhere on the agenda:
 - a) The Clerk is waiting for further information from Langdyke Countryside Trust regarding the potential nature reserve or community orchard discussed at March's meeting.
 - b) Invitations have been sent out for Annual Parish Meeting and four speakers have been confirmed. Cllr Thomas confirmed that a member of Northborough WI will be speaking.
- 55.3 External meetings, conferences, and training: To agree any Council representation, note upcoming dates and receive reports:
 - a) Northborough Community Association meeting, Wednesday 19th March 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Dadge reported that the NCA is in a good financial position.
 - b) Burials Committee meeting, Monday 31st March 2025 at 6.30pm in Northborough & Deeping Gate Village Hall: this meeting was rearranged after the meeting of Monday 24th February was inquorate. It was noted that Cllr Thomas has been co-opted to the Committee.
 - c) Northborough Community Association meeting, Wednesday 16th April 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Dadge confirmed that he will be attending.
 - d) NPC Working Group meeting, to be held on Monday 28th April 2025 at 7.00pm in The Cromwell

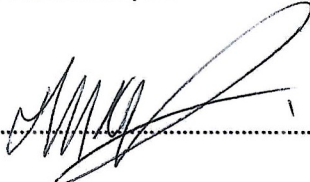
Suite, Northborough Village Hall.

- e) Parish Liaison Group Meeting, 30th April 2025 at 6.30pm at Sand Martin House, Peterborough and via Teams: Cllr Dadge and Cllr Chiva will be attending in person. It was noted that the meeting will a recording of the meeting will be circulated to Parish Councils.
- f) Northborough Annual Parish Meeting, Saturday 10th May 2025 at 10.00am in Northborough Village Hall. Apologies were received from Cllr Malcolm and Cllr Parker-Brown.

25.56 **CORRESPONDANCE RECEIVED:** None.

25.57 **THE NEXT MEETINGS:** Members confirmed the date of the next Council meeting as Wednesday 14th May 2025.

There being no further business the Meeting closed at 8.13pm.

Approved as a true record of the meeting:  Chair, 14th May 2025

Abbreviations used in these Minutes:

NPC – Northborough Parish Council

PCC – Peterborough City Council

PECT – Peterborough Environment City Trust

NCA – Northborough Community Association

CAPALC – Cambridgeshire and Peterborough Association of Local Councils

Schedule of Receipts and Payments (25.54.1)

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) Unity Trust Bank: Interest, £289.94
- b) Central England Co-operative: Memorial application, £120.00

Payments:

- c) Unity Trust Bank: Interest adjustment, £0.41*
- d) Lloyds Bank Plc: Monthly debit card fee (March 2025), £3.00 (autocard)*
- e) HP Instant Ink: Ink subscription (21st February 2025), £11.99*
- f) Amazon Market: Cemetery dog sign, £5.59 (Minute 25.25.6)*
- g) GD Services: Gravedigging, £200.00 (Minute 25.39.4)*
- h) Anglian Water Business, Cemetery water supply (8th March 2025), £18.10*
- i) CAPALC: Affiliation including DPO Membership fee 2025/26, £548.90 (Minute 25.39.7)*
- j) JAF Graphics Ltd: Hedgehog signs, £110.00 (Minute 24.137.3)*
- k) Staff Salary: Basic (March 2025), £1344.46*
- l) Unity Trust Bank: Service charge (March 2025), £6.00*
- m) Nest Pensions: March 2025, £77.21 (direct debit)*
- n) Staff salary adjustment: March 2025, £45.36
- o) HMRC: PAYE (February 2025), £92.83
- p) Biffa Waste: Cemetery Waste Collection (31st March 2025), £33.70 incl VAT (direct debit)
- q) Beebys: Contracted Grounds Maintenance (31st March 2025), £1967.07