

Northborough Parish Council

www.northborough-pc.gov.uk

Northborough & Deeping Gate Village Hall,

Cromwell Close, Northborough, PE6 9DP

clerk@northborough-pc.gov.uk 07713 194173

Minutes of the Annual Meeting of Northborough Parish Council held on Wednesday 14th May 2025
starting at 7.00pm, at Northborough Village Hall.

MEMBERS PRESENT: Councillors John Dadge, Tracy Thomas, Graham Fowkes, Steve Parker-Brown, Robert Chiva, Patricia Pearce and Callum Sloan.

IN ATTENDANCE: None; apologies received from the Clerk (illness).

25.58 ELECTIONS AND DECLARATIONS OF OFFICE:

58.1 Members **resolved** to elect Cllr Thomas as Chair for year 2025/26, and Cllr Thomas signed the Declaration of Acceptance to Office.

58.2 Members **resolved** to elect Cllr Parker-Brown as Vice-Chair for year 2025/26, and Cllr Parker-Brown signed the Declaration of Acceptance to Office

25.59 APOLOGIES FOR ABSENCE: Cllr Malcolm (personal).

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

25.61 PUBLIC FORUM: One resident was present who wished to observe the meeting with an interest in the footpath at the rear of Clare Road.

25.62 MINUTES OF THE PREVIOUS MEETING: it was **resolved** to approve the minutes of the meeting held on Wednesday 9th April 2025, and they signed as a true record by the Chair.

25.63 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: None.

25.64 COUNCILLOR VACANCIES: No applications received.

25.65 COUNCILLOR RESPONSIBILITIES: Members confirmed the portfolio of responsibilities for the year 2025/26 as the same as for the year 2024/25 with the following amendments:
a) Cllr Sloan - Play Space and Environmental Improvements. **ACTION – Clerk** to update and publish.

25.66 COMMITTEE AND WORKING PARTIES: To confirm membership on :

66.1 Burial Grounds Committee: Resident Margaret Sleet (Chair), Cllr Dadge, Cllr Thomas and Cllr Parker-Brown.

66.2 Working Parties:

a) General: All members; the date and time of the meetings was confirmed.

b) Finance and Governance: Cllr Dadge, Cllr Parker-Brown and Cllr Malcom.

c) Play Equipment: Cllr Parker-Brown (Lead Councillor), Councillor Sloan. It was noted that terms of reference are still needed. **ACTION – Clerk** to finalise the Play Equipment Working Party Terms of Reference.

25.67 APPOINTMENT TO OUTSIDE BODIES: Members agreed Parish Council representation on:

67.1 Northborough Community Association: Cllr Dadge confirmed that he would continue on the Village Hall Committee.

67.2 Police Liaison Group: It as agreed that representation would be decided as and when attendance is required.

67.3 Parish Council Liaison Group: Cllr Thomas. **ACTION – Clerk** to forward all correspondence.

25.68 REGULATORY DOCUMENT: To adopt or re-adopt:

- 68.1 Standing Orders
- 68.2 Financial Regulations
- 68.3 Code of Conduct

It was agreed that it would be helpful to note amendments to NPC policies in red text to ease understanding of where changes have been made to original documents; the red to be removed when they have been adopted/readopted. **ACTION – Clerk** to note changes in red text.

25.69 REVIEW OF ASSET REGISTER AND INSURANCE COVER:

- 69.1 Members reviewed the current Asset Register for insurance purposes and it was agreed with the addition of the new bench on Church Street in front of the Burials Grounds.

25.70 GOVERNANCE:

- 70.1 *To note purchases made under delegated powers:* None.

25.71 PLANNING:

- 71.1 Members noted Application 25/00277/CTR: T.1 Lawson Cypress (dying) – Fell, 1 Church Street.
- 71.2 Members noted Application 25/00262/CTR: T.1 Ash (dead) – Remove – confirmed dead, exempt – FDN at The Priory, 11 Church Street has been withdrawn by the applicant.
- 71.3 Members considered Re-consultation Applications 25/00283/FUL and 25/00284/LBC: Proposed conversion.
- 71.4 Members considered To consider re-consultations Application 25/00283/FUL and 25/00284/LBC: Proposed conversion of Dovecote and offices to for a 2no. bedroom dwelling, 24A Church Street. NPC continue to support this proposal have No additional comments to make.
- 71.5 Members noted Application 24/00342/CTR : T.1 Sycamore – Reduce by approx. 2m to previously established height and spread, to the visible pruning points from previous reduction, 1 Church Farm Mews. NPC have No comments to make on this application

25.72 VILLAGE AMENITIES AND MAINTENANCE:

- 72.1 Members reviewed outstanding maintenance and Councillors' actions:
 - a) Large pothole on Church Street at the junction with Peakirk Road: as resident reported this to Clerk who reported it on Fix My Street and PCC have deemed it not to be unsafe at present.
 - b) It was noted that the refurbished bench for installation in Clare Road was used to replace the damaged bench in Lincoln Road. The bench from outside the Cemetery that the poppy bench replaced will be refurbished by Cllr Fowkes and installed in front of the Manor.
 - c) Location of bench on Clare Road: It was agreed that the next bench to be refurbished will be located on the northern green area on the corner of Clare Road and Crowson Crescent subject to neighbours' agreement. **ACTION – Cllr Fowkes** to refurbish the replacement bench. **ACTION – Cllr Dudge** to liaise with adjacent neighbours.
 - d) Members noted that routine maintenance works to their water courses, had been carried out by the Environment Agency over the spring period.
- 72.2 Members noted that the Environment Agency is carrying out maintenance in the Parish over the spring months.

25.73 BIODIVERSITY, NATURE AND CLIMATE:

- 73.1 Members received an update on the new wildflower areas on the Playing Field: Members noted the Grounds Maintenance with Beebys appears to be working well. Cllr Dudge reported that having planted blue bell and snow drop bulbs under the trees and around the planter near the Village Hall, the landscape contractor had not been instructed to avoid mowing in this area when bulbs are showing. **ACTION – Clerk** to inform Beebys.

25.74 PCC LOCAL PLAN:

- 74.1 It was noted that the Peterborough Local Plan will be out for public consultation from Friday 11th April 2025 to Thursday 29th May 2025 and to discuss NPC's response.
- 74.2 Local Plan Meeting held on Saturday 10th May 2025. It was reported that over 200 people attended, all chairs were out and there was standing room only. The audience gave a clear mandate to Northborough and Deeping Parish Councils to object to the Deeping Gate proposed housing allocation. Attendees were encouraged to make their own responses direct to PCC. The issues and

potential problems with the allocation were highlighted and it was agreed that the Parish Councils would provide attendees with bullet points and contact details to assist them in formulating their own responses which are to be submitted to PCC by 29th of May at 11:59 pm.

25.75 COMMUNITY AND EVENTS:

- 75.1 To note that the CPR and Defibrillator training event hosted by East Anglian Air Ambulance, booked for Friday 6th June 2025 at 7.00pm in Northborough Village Hall will be cancelled.

25.76 FINANCE:

- 76.1 Members **resolved** to approve the attached Schedule of Receipts and Payments.
- 76.2 Members **resolved** to approve the financial reports for 1 month to 30th April 2025.
- 76.3 *To approve earmarked reserves for year 2025/26:* It was agreed to defer this meeting.
- 76.4 Members **resolved** to approve the Chairs Annual Allowance in the sum of £250.00.
- 76.5 Members **resolved** to approve payment of invoice from Brunel Engraving Company for two commemorative flower bed plaques for the Martha Clare roses to be planted in the Churchyard in the sum £170.14.
- 76.6 Members noted a VAT refund claim has been submitted for year 2024/25 in the sum of £6,836.69
- 76.7 Members **resolved** to approve payment to CAPALC for Councillor training for Cllr Sloan in the sum of £75.00.
- 76.8 Members agreed the budget for the planting of the Village planters for summer 2025 as in the sum of £25.00 per planter.
- 76.9 *To consider the Zurich Insurance renewal quotation for annual Council insurance in the sum of £962.05:* It was agreed that this item was included in error.
- 76.10 Members **resolved** to approve payment of invoice dated 23rd April 2025 from Graytones Printers for Local Plan meeting and Annual Parish Meeting flyers in the sum of £50.00.

25.77 REPORTS FROM COUNCILLORS AND CLERK:

- 77.1 *To receive reports from Councillors:*
- Cllr Chiva reported that he will be arranging Community Speed Watch events to start after June 2025.
 - Cllr Dadge reported that no further progress had been made pending the issue of the Zero Carbon Grant Award draft agreement which is currently with PCC legal department for drafting.
ACTION - Cllr Dadge to request update i.e. chase legal agreement.
- 77.2 To receive reports from the Clerk on items not covered elsewhere on the agenda: None in Clerk's absence.
- 77.3 External meetings, conferences, and training: Members agreed Council representation, noted upcoming dates and received reports:
- Northborough Community Association meeting, Wednesday 16th April 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Dadge reported that NCA is investigating whether the current form of a charitable organisation is the most appropriate. CAPALC are being consulted on this. Once identified, measures will be put in place to realign the organisational structure and constitution. NCA are looking to introduce automatic booking software that will manage the diary, confirmations, invoicing and other systems associated with the administration of the Hall.
 - Parish Liaison Group Meeting, 30th April 2025 at 6.30pm at Sand Martin House, Peterborough and via Teams: The meeting was attended by Councillor Chiva and Councillor Dadge; the focus was on the local plan and it was very well attended and included representatives from the Deeping Town and Parish councils who had been invited by Councillor Dadge given the proposals for the major housing scheme at Deepen Gate. Follow interesting presentations from PCC Head of Local Plans, Gemma Wildman (The Draft Local Plan consultation process) and invited speakers, David Shaw (A planners view of the Draft Local Plan) and Martin Chillcot (Protect rural Peterborough's view of the Draft Local Plan) all those attending were encouraged to make representations on the Draft Local Plan.
 - Northborough Community Association meeting, Wednesday 21st May 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall: Cllr Dadge confirmed he will be attending.
 - NPC Working Group meeting, to be held on Monday 26th May 2025 at 7.00pm in The Cromwell Suite, Northborough Village Hall.,



25.78 CORRESPONDENCE RECEIVED:

- 78.1 Members discussed a letter received from a local resident complaining about unsupervised dogs being released onto the playing field from the back gardens of adjacent owners. It was **resolved** that NPC write to properties bordering the Playing Field reminding the residents that unsupervised dogs should not be turned loose as this could lead to a danger and distress to other dogs and dog owners and users of the Playing Field. Furthermore this action leads to dog excrement not being picked up and disposed of in a responsible manner. **ACTION – Cllr Dadge** to draft a letter for distribution.
- 78.2 Members discussed a complaint had been received from a local resident relating to the overgrown and impassible nature of the footpath linking Clare Road through to Church view. There is a long history associated with this footpath and several attempts have been made to have the footpath extinguished as the land over which passes is owned by the adjacent residential properties to the east and its route was replaced by the direct connection between Clare Road and Church View. It is the residents' responsibility for maintenance although PCC have, in the past, cleared it on a one-off basis. It was suggested that NPC write to PCC Public Rights of Way Officer to highlight the situation and take appropriate action. **ACTION- Clerk** to write to PRWO.
- 78.3 Members considered correspondence from The Deepings Practice PPG seeking letters of support for new Urgent Treatment Centre. Councillors considered this to be something NCP should support. **ACTION – Cllr Thomas** to send a letter of support on behalf of NPC.

25.79 **NEXT METING:** Members confirmed the date of the next Council meeting as Wednesday 12th July 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:

PCC – Peterborough City Council
 DGPC – Deeping Gate Parish Council
 NPC – Northborough Parish Council
 NCA – Northborough Community Association
 PC – Patient Participation Group

Schedule of Receipts and Payments (25.77.1)

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) PCC: First Instalment of Parish Precept, £13,402.86
- b) PCC: First Instalment of Recreation Grounds Grant, £8,138.52
- c) PCC: First Instalment of Burial Grounds Grant, £3,833.57

Payments:

- d) Barnsdale Gardens: 'Martha' Clare Roses, £198.00 incl VAT*
- e) Lloyds Bank Plc: Monthly debit card fee (April 2025), £3.00 (autocard)*
- f) HP Instant Ink: Ink subscription (21st March 2025), £11.99 incl VAT*
- g) Good Neighbours – Rural Peterborough: Membership 2025-26 (14th April 2025), £360.84 (Minute 25.39.3)*
- h) Staff Salary: Basic (April 2025), £1357.16*
- i) Unity Trust Bank: Service charge (April 2025), £6.00*
- j) Nest Pensions: April 2025, £83.91 (direct debit)*



- k) Staff salary adjustment: April 2025, £106.80
- l) HMRC: PAYE (April 2025), £226.88
- m) Beebys: Contracted Grounds Maintenance (31st April 2025), £1967.07 incl VAT
- n) Biffa Waste: Cemetery Waste Collection (30th April 2025), £67.39 incl VAT
- o) Nest Pensions: March 2025, £77.31 (direct debit)*
- p) Cloud Next: Annual website hosting fee (18th June 2025), £119.98 incl VAT
- q) CAPALC: Affiliation Fee 2025-26, £548.90

