

Northborough Parish Council

www.northboroughpc.co.uk

Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP

clerk@northboroughpc.co.uk 07748 637555

To All Members of the Council:

You are hereby summoned to attend a Meeting of Northborough Parish Council to be held on **Wednesday 8th May 2019** in **Northborough Village Hall, PE6 9DP** starting at **7.00pm**



Catherine Franks, Clerk

The meeting is held in public. Members of the public and media are invited to attend

AGENDA

19.48 TO NOTE THOSE PRESENT

19.49 TO NOTE APOLOGIES FOR ABSENCE

19.50 ELECTIONS AND DECLARATIONS OF OFFICE

50.1 To note outcome of recent parish council election

50.2 Signing of Declaration of Acceptance of Office by elected Councillors

50.3 Election of Chair for the year 2019/20

50.4 Election of Vice-Chair for the year 2019/20

50.5 Signing of Declaration of Acceptance of Office by Chair and Vice-Chair

19.51 DECLARATIONS OF INTEREST

51.1 Submission of signed Declarations of Member's Interests forms to the Clerk

51.2 To receive declarations of interest and to grant any written requests for dispensations for disclosable pecuniary interest, relating to any Item on the Agenda

19.52 TO CONFIRM MINUTES OF THE PREVIOUS MEETING, HELD ON Wednesday, 10th April 2019

19.53 PUBLIC FORUM

Members of the public are invited at this point to comment on any further item on the Agenda; standing orders permit 15 minutes in total

19.54 COUNCILLOR RESPONSIBILITIES: To confirm allocation of responsibilities for the year 2019/20:

54.1 Finance and Governance, incl. policies, data protection, risk assessment (2 councillors min.)

54.2 Human Resources (2 councillors min.)

54.3 Communication including website

54.4 Planning

54.5 Burial Grounds

54.6 Amenities and Assets

54.7 Green Space

54.8 Police & Neighbourhood Watch

54.9 Speedwatch

19.55 COMMITTEES AND WORKING PARTIES – To confirm membership and frequency of meetings for:

55.1 Parish Council Working Party

55.2 Neighbourhood Plan Working Party

- 55.3 Finance and Governance Working Party
 - 55.4 Burial Grounds Committee
- 19.56 APPOINTMENT TO OUTSIDE BODIES: To agree parish council representation on:
- 56.1 Village Hall Management Committee
 - 56.2 Police Liaison Groups and Neighbourhood Watch
 - 56.3 Parish Council Liaison Group
 - 56.4 Northern Footpath Forum
- 19.57 SCHEDULE OF COUNCIL MEETINGS: To confirm dates of scheduled council meetings as second Wednesday of every month except August, starting at 7.00pm.
- 19.58 COUNCIL SURGERY: To confirm regular council surgery as first and third Tuesday of each month, from 10.00am to 12 noon.
- 19.59 REGULATORY DOCUMENTS: To adopt or re-adopt documents to meet regulatory requirements:
- 59.1 Standing Orders
 - 59.2 Financial Regulations
 - 59.3 Other regulatory documents: To note updating of contact details for all other published documents
- 19.60 REVIEW OF ASSET REGISTER AND INSURANCE COVER
- 60.1 To review and approve Asset Register as correct at 31st March 2019
 - 60.2 To note Asset Register updated in line with recent acquisitions
 - 60.3 To note continuation of current three-year insurance policy agreement, ending May 2021.
- 19.61 ANNUAL RETURN (AGAR):
- 61.1 To review and approve the Annual Governance Statement for 2018/19
 - 61.2 To review and approve the Annual Finance Statement for 2018/19
- 19.62 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS
- 19.63 TO RECEIVE REPORTS FROM COUNCILLORS AND CLERK:
- 63.1 Update on resolutions from previous meetings
 - 63.2 Police and crime
 - 63.3 Speedwatch
 - 63.4 Traffic Watch
 - 63.5 External meetings, conferences and training (including Parish Council Liaison Group, Planning Forum, Police Forum)
- 19.64 PLANNING
- To note new applications for planning permission, agree any comments for submission and receive any updates on previous applications:
- 64.1 19/00648/HHFUL, 6 Cromwell Close, two storey side extension
 - 64.2 19/00527/FUL, 10 Granville Avenue, change of use, workshop to micro craft distillery
- 19.65 VILLAGE AMENITIES AND MAINTENANCE
- 65.1 Defibrillators
 - a) To receive update on plans for purchase of a 3rd defibrillator
 - 65.2 Village Hall and Playing Field
 - a) Adult Fitness Equipment: To receive an update on installation
 - 65.3 Burial Grounds
 - a) Verbal report from Clerk on recent activity.
 - b) Update on churchyard footpath refurbishment (standing item)
 - 65.4 Other Green Space

- a) Village planters – to receive a project update from John Dadge
- 65.5 Footpaths and Highways

19.66 CORRESPONDENCE

To note items received, not covered elsewhere on the agenda:

66.1

19.67 FINANCE

67.1 To Sign bank mandate to add Cllr Milne as new signatory.

67.2 To Note revised budget for 2019/20

67.3 To Note money Received:

- a) Peterborough City Council: first instalment of precept and grants, £17,539.50
- b) Glinton & Northborough Football Club: contribution to grass-cutting, £600.00
- c) Northborough Community Association: cleaning contract, £355.74

67.4 To Note items Paid since the last meeting:

- a) Staff Pay and Expenses for April 2019, £1,476.39
- b) HMRC: PAYE/NI for April 2019, £ NIL
- c) Unity Trust Bank: quarterly current account fee, £18.00
- d) Lloyds Bank plc: monthly debit card fee, £3.00
- e) Amazon Marketplace: Bin stickers (charged via council debit card), £91.83

67.5 To Agree items for Payment.

- a) Richard Harding: Grounds Maintenance including playing field for April, £632.50
- b) Deeping Direct Deliveries: relocation of phone box, £216.00 (pending invoice)
- c) A&M Print Ltd: Leaflet print and delivery (annual village meeting), £30.00
- d) Came & Co: insurance cover to 31 May 2020, £586.99
- e) CAPALC: affiliation fee and GDPR scheme membership fee to for year 2019/20, £438.53
- f) Dropbox International: annual cloud file storage (charged via council debit card), £79.00
- g) CAPALC: Good Councillor, Finance and Employer Guides, £TBC

19.68 NEXT MEETING

68.1 To note any items for inclusion at a future meeting

68.2 Annual Village Meeting: To confirm councillor attendance and note invitee attendance for the meeting to be held on 18th May 2019

68.3 To note date of the next Council meeting, Wednesday 12th June 2019