

# 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 **by video link** on **Wednesday 22<sup>nd</sup> April 2020** starting at **7.00pm**



Catherine Franks, Clerk

The meeting is held in public. Members of the public and media are invited and should **email the Clerk no later than 5pm on Tuesday 21<sup>st</sup> April 2020**, for instructions on how to attend

## AGENDA

20.48 TO NOTE THOSE PRESENT

20.49 TO NOTE APOLOGIES FOR ABSENCE

20.50 COUNCILLOR VACANCIES:

To consider any applications received and co-opt up to two councillors

20.51 DECLARATIONS: To receive declarations of interest in items on the agenda and to grant any written requests for dispensations for disclosable pecuniary interests

20.52 TO CONFIRM MINUTES OF PREVIOUS MEETINGS, HELD ON Wednesday, 11<sup>th</sup> March 2020 and Wednesday 25<sup>th</sup> March 2020

20.53 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

20.54 PUBLIC FORUM

Members of the public to comment on any item on the Agenda; standing orders permit 15 minutes total

20.55 PLANNING

55.1 Planning applications:

- a) 20/00342/HHFUL: 38 Clare Road, single storey extension. To note no comment made.
- b) 20/00472/HHFUL: 34 Lincoln Road, single storey extension, creation of first floor living accommodation and dormer windows. To consider the application (deadline 24<sup>th</sup> April)
- c) 20/00470/HHFUL: 8 Castle Drive, single storey side and rear extensions. To consider the application (deadline 28<sup>th</sup> April)

20.56 CORONAVIRUS EMERGENCY

56.1 To note actions taken in response to the emergency

56.2 To approve retrospectively the initiation of a volunteer project to support Northborough residents during the emergency)

56.3 **Exclusion of the Press and Public:** To resolve that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the next two items of business, the Press and Public be excluded from the Meeting.

56.4 To receive a report and consider options on management of staff pay during the Coronavirus emergency and to approve recommended actions.

- 56.5 **Re-Admittance of the Press and Public:** To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting
- 56.6 Annual Village Meeting: To note cancellation of the public meeting for 2020, in accordance with regulations passed under the Coronavirus Act 2020.
- 56.7 Annual Council Meeting: To Agree postponement to 2021 of the annual council meeting for 2020, in accordance with regulations passed under the Coronavirus Act 2020.

20.57 VILLAGE AMENITIES AND MAINTENANCE

- 57.1 Village Hall and Playing Field
- 57.2 Burial Grounds - verbal report on recent cemetery activity
- 57.3 Other Green Space
- 57.4 Footpaths and Highways

20.58 FINANCE AND GOVERNANCE

- 58.1 To Approve the Financial Report of 31<sup>st</sup> March 2020
- 58.2 To receive the Clerk's year-end financial report
- 58.3 To approve the Annual Governance and Accounting Return for 2019/20
  - a) Approval and signing of Annual Governance Statement
  - b) Approval and signing of Annual Finance Statement
- 58.4 To Agree revisions to the budget for 2020/21
- 58.5 To Approve receipts and payments according to the attached schedule

20.59 REPORTS FROM COUNCILLORS AND CLERK:

- 59.1 Update on resolutions from previous meetings (those not elsewhere on agenda)
- 59.2 Reports from councillors on portfolio of responsibilities and projects not elsewhere on the agenda
- 59.3 External meetings, conferences and training – to note upcoming dates and receive reports

20.60 CORRESPONDENCE:

- 60.1 NALC dementia research survey – completed by Clerk on behalf of the council
- 60.2 Various guidance and updates from NALC, CAPALC and Peterborough City Council connected with the Covid-19 emergency

20.61 NEXT MEETING

- 61.1 To note date of the next Council meeting, Wednesday 13<sup>th</sup> May 2020
- 61.2 To consider activation of the HCID Policy

## Schedule of Receipts and Payments (20.57.8):

### Receipts:

- a) Northborough Community Association: cleaning contract, March 2020, £355.74
- b) Unity Trust Bank: quarterly deposit account interest, £27.10
- c) Central England Co-op: interment fee, £275.00 (cheque)
- d) Peterborough City Council: precept and grants, first instalment, £19,655.00

### Paid since the last meeting:

- e) Staff Pay and Expenses for March 2020, £1,817.56
  - f) HMRC: Employee/Employer NI for March 2020 £96.67, plus September 2019, £0.58 (carried forward)
  - g) NEST: Employee/employer pension contribution March 2020, £79.75 (by direct debit)
  - h) Lloyds Bank plc: monthly debit card fees March, £3.00; April, £3.00
  - i) Anglian Water Business: water supply cemetery, £13.34
  - j) David Reed: grave-digging, £100.00
  - k) Unity Trust Bank: quarterly current account fee. £18.00
  - l) A&M Print: Volunteer Network leaflets and ID cards, £99.60
  - m) Northborough Community Association: fund for volunteer reimbursement, £500.00
  - n) Richard Harding: Grounds Maintenance churchyard, cemetery etc, £482.50.
  - o) Richard Harding: Grass cutting playing field, £200.00
  - p) Richard Harding: Securing of play and gym equipment on playing field, £300.00.
  - q) Zoom Video Communications: subscription for video meetings, £14.39.
- 161.2 To be authorised for Payment:
- a) Viridor Waste Management: Waste removal March 2020, £43.18

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