

Northborough Parish Council

www.northboroughpc.co.uk
Village Hall, Cromwell Close, Northborough, Peterborough, PE6 9DP
clerk@northboroughpc.co.uk 07748 637555

Minutes of a Meeting of Northborough Parish Council
held on **Wednesday 11th March 2020** from **7.00pm**

DRAFT MINUTES FOR APPROVAL AT THE NEXT MEETING

- 20.29 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors Emma Watts, Brian Spriggs, Rob Chiva
IN ATTENDANCE: Clerk Catherine Franks, 4 public
- 20.30 APOLOGIES FOR ABSENCE: None received
- 20.31 COUNCILLOR VACANCIES:
Two applications were received and the applicants in attendance Elaine Mann was proposed by Cllr Spinks, seconded by Cllr Watts and duly co-opted. David Aldwinckle was proposed by Cllr Spinks, seconded by Cllr Spriggs and duly co-opted. Both Councillors took their seats and were warmly welcomed. Clerk instructed to write to former Cllr Milne with thanks for his contribution to the council
- 20.32 DECLARATIONS OF INTEREST: None received
- 20.33 MINUTES OF PREVIOUS MEETINGS, HELD ON Wednesday, 8th January 2020 and Wednesday 12th February 2020 were proposed by Cllr Chiva, seconded by Cllr Watts, confirmed as a true record and signed by the Chair.
- 20.34 REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS: No ward councillors present. John Parsons had been invited to speak on the owl boxes he makes from recycled wood. He suggested mounting boxes in three locations along tracks to the south of the village near Maxey Cut, also one in Deeping Gate. One per sq km is recommended and the habitat is suitable to attract fledglings from the population further east. Councillors were enthusiastic and encouraging about the initiative and John was thanked by the Chair. **ACTION - Clerk** to inform PCC (Highways/Footpaths). John also recommended the pruning of low branches of trees now establishing themselves along Church Street. John left after this item, 19:25.
- 20.35 PUBLIC FORUM
Resident Brian McKie updated on the Northern Footpath which was ready to go out to tender. He further commented on: potholes at junction of Church Street with Peakirk Road; road surface breaking up on east side of Lincoln Road; flooding at corner of Paradise Lane, which could be resolved by replanting of trees removed previously. **ACTION – Clerk** to report to PCC. Mr McKie also reported parish seats needing some renovation and raised a query about the proposed grass cutting contracts which was answered by the Clerk. Mr McKie left after this item, 19:45
- 20.36 PLANNING
- 36.1 Neighbourhood Plan: Cllrs Dadge and Chiva updated on a meeting held with the planning consultant, who provided on inclusion of policies regarding green space and land use. It was noted that the plan could be simplified and needed further review in the light of the Peterborough Local Plan. To be carried out outside of council meetings.
- 36.2 Planning applications: None received at date of publication

20.37 VILLAGE AMENITIES AND MAINTENANCE

- 37.1 Village Hall and Playing Field: Motion to instruct the Council's solicitor to proceed with a review of the current lease on the Village Hall in line with the solicitor's recommendation was proposed by Cllr Watts, seconded by Cllr Chiva and RESOLVED.
- 37.2 Burial Grounds
- Clerk reported on recent cemetery activity and Burials Committee meeting held on 24th February 2020. Use of delegated power under the council's Financial Regulation 1.35 were used by the Clerk for expenditure to resolve an issue with a Funeral Director.
 - Refurbishment of churchyard path. It was noted that the Diocese would consider the Parochial Church Council's application for a faculty in mid-March. Councillors confirmed their decision to delay invitations to quote until Diocese approval was confirmed.
- 37.3 Other Green Space
- Noted: Use of emergency delegated powers under the council's Financial Regulation 1.35 in order to secure the boundaries of Church View green with the school playing field and 66 Church View.
 - Motion for further groundworks on Church View green to level area along new fence was proposed by Cllr Chiva, seconded Cllr Watts and RESOLVED.
 - Tree/wildflower and street furniture strategy. Cllr Chiva reported that an area of the playing field, also "Bill Wells's Corner" on Claypole Drive were being considered and Richard Harding had been asked to quote for ground preparation. Other costs were being obtained.
- 37.4 Footpaths and Highways
- Welcome signs for village planters. Chair reported that an order had been placed and the signs would be attached when carrying out plant maintenance during early April.
 - RAF observation post (ROC post): Cllrs Spinks and Spriggs confirmed that the land is owned by the Church. The churchwarden had now contracted Greens Garage to rectify the access issue. Further update to be provided at the next meeting.
 - A hole in the pavement on Church Street had now been resolved by PCC. Clerk advised that the City Council's 'Fix My Street' reporting tool was very effective. Accessed via <https://www.peterborough.gov.uk/report-it-online>. **ACTION - Clerk** to provide posters and information for website, Facebook and Village Tribune

20.38 FINANCE AND GOVERNANCE

- 38.1 Annual Village Meeting 2020 was reconfirmed for 30th May with amended time of 10.00am
- 38.2 Annual Village Meeting 2021: Proposed by Cllr Dadge, seconded by Cllr Spinks and RESOLVED as Saturday 17th April from 10.00am.
- 38.3 Council surgeries. It was Agreed to suspend regular surgeries, holding them occasionally as the need arose. **ACTION – Clerk** to revise poster and provide text for website
- 38.4 The following Grounds Maintenance contracts to 31st March 2023 with Richard Harding & Son Landscaping were signed by the Chair, as previously agreed (Minute 19.135.3):
- St Andrew's Churchyard, Cemetery, Church View and East Road open spaces;
 - Grass Cutting, Northborough Playing Field;
 - Grass Cutting, Northborough Parish Verges;
 - Addendum to all Grounds Maintenance contracts
- 38.5 Planned recruitment to a temporary assistant post as previously agreed (Minute 19.135.3) was noted, with closing date of 31st March 2020. The recommended salary level was proposed by Cllr Spinks, seconded by Cllr Watts and RESOLVED. Interview panel agreed as Clerk, with Cllrs Spinks and Mann.
- 38.6 Bank mandate was signed to add new signatories, remove former Cllr Milne as signatory and amend Cllr Spinks registration to include administrative rights.
- 38.7 Financial Reports of 31st January 2020 and 29th February 2020 were noted. Report of 29th February 2020 signed by the Chair.
- 38.8 The attached schedule of receipts and payments was noted and Approved.

20.39 REPORTS FROM COUNCILLORS AND CLERK:

- 39.1 Update on resolutions from previous meetings (those not elsewhere on agenda). None
- 39.2 Reports from councillors on portfolio of responsibilities and projects not elsewhere on the agenda. None
- 39.3 External meetings, conferences and training
 - a) Chair reported on recent Parish Council Liaison Group meeting, where discussion focused on whether the Group should continue. It was noted the Parish Council Co-ordinator had been made redundant; the meeting Chair confirmed Parish Councils would be supported by different means. A working group was established to encourage relevance and attendance to the Group.
 - b) Chair reported on a meeting held with a resident about issues on corner of Paradise Lane
- 20.40 CORRESPONDENCE: Received since at date of agenda publication:
 - 40.1 Copy of email from PC Tom Hughes to school with proposed parking safety banners, as follow up to road safety meeting held with PCC and school in November 2019.
 - 40.2 Emails from CAPALC and PCC about government planning for coronavirus, providing posters to circulate, otherwise no action required by parish councils at the current time. Noted
- 20.41 NEXT MEETING
 - 41.1 Items for future consideration – None
 - 41.2 The next meeting of the Council will be held on Wednesday 8th April 2020

Meeting ended 8.55

Schedule of Receipts and Payments (20.38.8):

Receipts:

- a) Northborough Community Association: cleaning contract, February 2020, £355.74
- b) Central England Co-op: memorial fee, £90.00
- c) Smiths Funeral Directors: reservation and interment fees, £695.00

Paid since the last meeting:

- d) Staff Pay and Expenses for February 2020, £1,417.84
- e) HMRC: Employee/Employer NI for February 2020 £NIL, plus September 2019, £0.58 (carried forward)
- f) NEST: Employee/employer pension contribution February 2020, £49.09 (by direct debit)
- g) Lloyds Bank plc: monthly debit card fee February, £3.00

To be authorised for Payment:

- h) Richard Harding: Grounds Maintenance including playing field for February, £482.50.
- i) Viridor Waste Management: Waste removal February 2020, £43.18 pending invoice
- j) Greens Garage: supply of Christmas tree lights, £90.00
- k) Richard Harding: Replacement of collapsed fence and associated works, £1,750.00
- l) Richard Harding: Making good of surface around swings, £100.00
- m) 23ccc: Annual website hosting and domain renewal, £207.60
- n) ICO: Data protection fee - £40