

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 July 2020** starting at **7.00pm**



Catherine Franks, Clerk

The meeting is held in public, by video link using Zoom, in accordance with regulations issued under Section 78 of the Coronavirus Act 2020. **Members of the public and media are invited to attend and are asked to email the Clerk in advance if they wish to speak.** You will be held in a meeting room until the start of the meeting and muted except when invited to speak by the Chair.

To attend by video link, click here:

<https://us02web.zoom.us/j/83593084663?pwd=QTNETkVBcHhUM3JPMnc4QUhWWFkrQT09>

or open Zoom and type in the Meeting ID: 835 9308 4663 and Password: 838394

To attend by phone, dial 0203 481 5240 or 0203 481 5237 and follow the prompts.

AGENDA

20.90 TO NOTE THOSE PRESENT

20.91 TO NOTE APOLOGIES FOR ABSENCE:

20.92 PUBLIC FORUM

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

20.93 COUNCILLOR VACANCIES:

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

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

20.95 TO CONFIRM MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 10th June 2020

20.96 TO RECEIVE REPORTS FROM WARD COUNCILLORS or OTHER INVITED SPEAKERS

20.97 PLANNING

To consider planning applications:

[20/00682/HHFUL](#): 64 Lincoln Road, single storey side and rear extension

[20/00813/PRIOR](#): 23 Castle Drive, single storey rear extension

20.98 CORONAVIRUS EMERGENCY

98.1 To note any further legislation and subsequent activity since the last meeting

98.2 To receive a verbal update on the Northborough Volunteer Network

98.3 Play Area, Play equipment, Outdoor Gym equipment:

a) To consider the re-opening all or part of the play/gym areas, subject to appropriate risk

- assessment and measures in accordance with Government guidelines.
 - b) To agree on a budget for expenditure on necessary measures and authorise the clerk to implement measures within this budget
- 98.4 To note the continuation of council meetings to be held remotely, as advised by NALC and SLCC

20.99 VILLAGE AMENITIES AND MAINTENANCE

- 99.1 Burial Grounds
 - a) Verbal report on recent cemetery activity and Burials Committee meeting
 - b) Update on planned refurbishment of the churchyard path
- 99.2 Green Space including playing field and verges
 - a) To note further complaints related to the playing field and agree/note actions
 - b) Update on refurbishment of picnic tables
 - c) To consider a request by Glinton & Northborough Football Club to increase the size of the storage container sited on the playing field
 - d) To approve expenditure on Parish Online mapping software, £99 exc VAT per annum
- 99.3 Footpaths and Highways
- 99.4 Village Hall. To note the re-opening of the Village Hall from 6th July 2020

20.100 FINANCE AND GOVERNANCE

- 100.1 To approve and sign bank mandate to add Cllr Curtis and remove former Cllr Watts as signatories
- 100.2 [Review of Portfolio of Councillor Responsibilities](#)
- 100.3 To approve the [Financial Report for April to June 2020](#)
- 100.4 [Asset Register](#) – to approve the council’s asset register as at 31st March 2020
- 100.5 Asset Register – to agree on use or sale of strimmer as listed on the register
- 100.6 Annual Governance & Accounting Return (AGAR) 2019/20 – to note internal audit completed, public inspection period to commence on 30 September 2020 in accordance with the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.

- 100.7 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 item of business, the Press and Public be excluded from the Meeting.
- 100.8 To review the arrangements agreed with regard to management of staff pay during the Coronavirus emergency (Minute 20.56.4)
- 100.9 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

- 100.10 To Approve receipts and payments according to the attached schedule

20.101 REPORTS FROM COUNCILLORS AND CLERK:

- 101.1 Reports from councillors on portfolio of responsibilities and previous resolutions not covered elsewhere on the agenda
- 101.2 External meetings, conferences and training – to note upcoming dates and receive reports
 - a) Peterborough Parish Forum – next meeting 17th July

20.102 CORRESPONDENCE RECEIVED

20.103 NEXT MEETING

To confirm date of the next Council meeting, Wednesday 8th September 2020

Schedule of Receipts and Payments (20.100.10):

Receipts:

- a) Smiths Funeral Directors: burial and gravedigging fees, £650.00
- b) RJ Scholes Funeral Directors: burial fees, £1,050.00 (cheques)
- c) Unity Trust Bank: quarterly deposit account interest, £27.13

Payments made since the last meeting:

- d) Parish Tribune: donation agreed as Minute 20.86.4, £300.00
- e) Staff Pay and Expenses for June 2020, £1,951.92
- f) NEST: Employee/employer pension contribution June 2020, £87.66 (direct debit)
- g) Cloud Next Ltd: domain hosting annual fee, ref Minutes 20.86.1, £95.98
- h) Lloyds Bank plc: monthly debit card fee for July 2020, £3.00
- i) Microsoft: MS Office annual subscription, £85.79 (auto card)
- j) HP Print: ink subscription for printer, £7.99 (auto card)
- k) Takepayments: monthly subscription for card receipts scheme, £20.40 (direct debit)
- l) Barclaycard: monthly card receipts scheme fee, £5.81 (direct debit)
- m) Unity Trust Bank: quarterly current account fee, £18.00

Payments to be authorised:

- n) HMRC: Employee/Employer NI for June 2020 £ 114.11
- o) Richard Harding: Grounds Maintenance churchyard, cemetery etc, June 2020, £482.50.
- p) Richard Harding: Grass cutting playing field, June 2020, £200.00
- q) Richard Harding: Grass cutting verges, June 2020, £300.00
- r) Viridor Waste Management: Waste removal June 2020, £43.18
- s) David Reed: gravedigging, £350.00 (recharged to Funeral Director)
- t) Parish Online: annual subscription, payable 25.9.2020, £108.00
- u) Anglian Water Business: cemetery water supply quarterly bill, £13.40