

Northborough Parish Council

www.northboroughpc.co.uk

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DRAFT MINUTES TO BE APPROVED AT THE NEXT MEETING

Minutes of a Meeting of Northborough Parish Council

held on **Wednesday 8th July 2020** starting at **7.00pm**

held by video link in accordance with Section 78 of the Coronavirus Act 2020

- 20.90 MEMBERS PRESENT: Chair John Dadge, Vice Chair Malcolm Spinks, Councillors David Aldwinckle, Rob Chiva
- 20.91 APOLOGIES FOR ABSENCE: Councillors Brian Spriggs (illness), Stewart Curtis (personal commitment)
No apologies received from Councillor Mann
- 20.92 PUBLIC FORUM: No members of the public in attendance
- 20.93 COUNCILLOR VACANCIES: No applications for co-option were received. Item carried forward:
- 20.94 DECLARATIONS: No declarations of personal or pecuniary interest were received
- 20.95 MINUTES OF PREVIOUS MEETING, HELD ON Wednesday, 10th June 2020 were confirmed as a true record and signed by the Chair
- 20.96 WARD COUNCILLORS or OTHER INVITED SPEAKERS – None in attendance
- 20.97 PLANNING
The following planning applications had been considered. It was agreed to make no objections or comment:
a) 20/00682/HHFUL: 64 Lincoln Road, single storey side and rear extension
b) 20/00813/PRIOR: 23 Castle Drive, single storey rear extension
- 20.98 CORONAVIRUS EMERGENCY
- 98.1 No further legislation or subsequent activity was reported, other than that minuted below.
- 98.2 *Northborough Volunteer Network*: Clerk reported that Cllr Mann had taken up responsibility for the network again. Written thanks had been received from a grateful resident.
- 98.3 *Play Area, Play equipment, Outdoor Gym equipment*:
a) Clerk presented a risk assessment and proposal for the re-opening of play and outdoor gym areas in line with new Government guidance. Chair commented how challenging some of the guidance was. Further to an update on the measures that were possible, it was proposed by Cllr Dadge, seconded by Cllr Aldwinckle and RESOLVED to re-open both the play area and outdoor gym equipment with immediate effect. **ACTION – Clerk** to action as per revised proposal and to send risk assessment and posters to Peterborough City Council for their safety records.
b) Proposed by Cllr Spinks, seconded by Cllr Chiva and RESOLVED, to authorise Clerk to spend up to £500 on measures necessary to meet guidance issued by national Government or City Council.
- 98.4 It was Noted that council meetings would continue to be held remotely at the current time, as advised by NALC and SLCC
- 20.99 VILLAGE AMENITIES AND MAINTENANCE
- 99.1 *Burial Grounds*
a) Chair reported on a recent inspection carried out by Burial Committee members of the cemetery.

The Committee recommended work to make safe some memorials and members had discussed various improvements which would be proposed to the Committee at its next meeting.

- b) Planned refurbishment of the churchyard path. Nothing to report

99.2 *Green Space including playing field and verges*

- a) A log of recent complaints and responses was Noted. All related to the playing field, most to Anti-Social Behaviour and residents had now received a letter with correct reporting advice. A number of trees were noted as needing work and it was Agreed to ask Peterborough City Council to inspect and advice on action. It was further Agreed not to allow a private individual to carry out this work as had been offered.
- b) A verbal update by the Chair on progress with reinstating the refurbished picnic table was Noted.
- c) A request by Glinton & Northborough Football Club to increase the size of their storage container to 20' length, oriented along the field boundary, was proposed by Cllr Dadge, seconded by Cllr Aldwinckle and RESOLVED. It was further agreed to require anti-climb measures to protect the security of the boundary for neighbouring residents.
- d) Expenditure of £99 exc VAT per annum on Parish Online mapping software at the end of the trial period was proposed by Cllr Dadge, seconded by Cllr Spinks and RESOLVED. Cllr Chiva had been set up as data manager, Cllrs Dadge and Spinks requested links. **ACTION – Clerk**

99.3 *Footpaths and Highways:* Cllr Aldwinckle and Clerk reported on complaints about overgrown trees and hedges. It was agreed that the council could act best to chase unresolved problems and that in the first instance residents should be directed to Peterborough City Council's online reporting tool - <https://www.peterborough.gov.uk/report-it-online>. **ACTION – Clerk** to report recent instances.

99.4 *Village Hall.* The re-opening of the Village Hall from 6th July 2020 had been advised by the Booking Officer and was Noted

20.100 FINANCE AND GOVERNANCE

100.1 Signing of a *bank mandate* to add Cllr Curtis and remove former Cllr Watts as signatories was proposed by Cllr Dadge, seconded by Cllr Spinks and RESOLVED. Process in place for remote signatures and return of paperwork to Clerk for submission to the bank.

100.2 The *Portfolio of Councillor Responsibilities* was reviewed. ACTION – Clerk to publish revised list.

100.3 The *Financial Report* for 1st April to 30th June 2020 was proposed by Cllr Dadge, seconded by Cllr Aldwinckle and RESOLVED.

100.4 The council's *Asset Register* as at 31st March 2020, with amendments to Items: gazebos (disposed of); civic regalia (how kept), was proposed by Cllr Spinks, seconded by Cllr Chiva and RESOLVED

100.5 *Asset Register – strimmer:* It was noted that the strimmer was purchased to rectify concerns most frequently raised by residents and Chair commented that this was still relevant. Proposed by Cllr Dadge, seconded by Cllr Spinks and RESOLVED to retain the item, subject to use of the protective equipment provided and inclusion of policy on safety precautions.

100.6 *Annual Governance & Accounting Return (AGAR) 2019/20.* The internal audit report was Noted, AGAR now to go to external auditor, with 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:* It was RESOLVED 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 It was proposed by Cllr Dadge, seconded by Cllr Spinks and RESOLVED to retain the arrangements agreed at the meeting of 22nd April 2020 (Minute 20.56.4) with regard to management of staff pay during the Coronavirus emergency.

100.9 *Re-Admittance of the Press and Public:* It was RESOLVED that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting

100.10 The *schedule of receipts and payments* was proposed by Cllr Spinks, seconded by Cllr Aldwinckle and RESOLVED

20.101 REPORTS FROM COUNCILLORS AND CLERK:

101.1 Reports from councillors on items not covered elsewhere on the agenda - None

- a) The date of the forthcoming Peterborough Parish Forum meeting of 17th July was Noted

20.102 CORRESPONDENCE RECEIVED:

102.1 Email from pilates teacher asking permission to run socially-distanced classes on the playing field – Noted. ACTION – Clerk to post to Facebook page

102.2 Copy email from resident to Cllr Hiller about removal of trees on land adjacent to 8 Castle Drive and owned by Anglian Water - Noted

20.103 NEXT MEETING

The next Council meeting will be held on Wednesday 9th September 2020 at 7.00pm

Meeting closed 20:35

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 Minute 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 outstanding and 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
- v) PECS: Welcome signs for planters, £179.10
- w) Canalbs Ltd: internal audit 2019/20, £116.90
- x) Colemans Stationery and Printing: Covid-19 signage ref Minute 20.98.3.b, £67.97 (card),
- y) John Dadge: Expenses - Plants for welcome planters, £81.00