

## **NEWPORT PARISH COUNCIL**

### **Minutes of the Extraordinary Meeting held on Tuesday 15 January 2019 at Newport Village Hall.**

- 1. Present:** Cllrs Etherington, G Bate, R Bate, Harrison, and Lamming  
**Apologies:** Cllr Pettit
- 2. Declaration of pecuniary and non-pecuniary interests:** none declared.
- 3. Resolved** to approve the employment of a Clerk to the Council/Responsible Financial Officer.
- 4. Resolved** to approve the transfer of employment of the current Clerk to the Council to the role of Burial Clerk to the Council.
- 5. Resolved** (i) to approve the job description of Burial Clerk and (ii) to approve, with the exception of a reduction in the number weekly hours worked, the transfer of terms and conditions of employment of the current Clerk to the Council to the Burial Clerk.
- 6. Resolved** (i) to approve the job description and person specification of Clerk to the Council/Responsible Financial Officer; (ii) to approve the terms and conditions of employment and contract of employment.
- 7. Resolved** to approve the means of advertising the post of Clerk to the Council/Responsible Financial Officer and key dates in the recruitment process i.e. closing date for applications 18 February, shortlisting 26 February, interviews 5 March, recommendation to appoint, 12 March.

**NEWPORT PARISH COUNCIL**  
**Minutes of the Meeting held on Tuesday 8 January 2019 at Newport Village Hall.**

- 1. Present:** Cllrs Etherington, G Bate, R Bate, Harrison, and Lamming  
**Apologies:** Cllr Pettit
- 2. Declaration of pecuniary and non-pecuniary interests:** none declared.
- 3. Minutes:** **resolved** that the minutes of the ordinary meeting of the Council held on 11 December 2018 be approved and signed as a correct record.
- 4. Public Forum:** no members of the public present.
- 5. (a) Planning applications received:** none.

**(b) Notifications of decisions received from ERYC:** none.

**6. Finance:**

**Payments December 2018/January 2019**

P Coates: village maintenance	252.00
P Coates: S137 xmas activities	175.00
JRB: S137 dog bags	296.40
Staff salaries and expenses	1455.02
HMRC	366.59
Actavo: S137 pedestrian barriers	75.77
SLCC: annual subscription	156.00

- (i) resolved** to authorize staff salaries/expenses and accounts presented at the meeting
- (ii) resolved** to approve the budget for the financial year 2019/20.
- (iii) resolved** that the precept demand for the financial year 2019/20 will remain unchanged at £40000.

**7. Correspondence and publications:**

Rural Services Network: weekly email News Digests, Dec18/Jan 2019 (noted).

**8. Councillors Brief Reports.**

Cllr Harrison commented that trees had been cut down and left on the canal bank on Canal Side West. Cllr R Bate commented on the Clerk to the Council's decision to resign from her post on 30 April 2019 and thanked her for her years of service. He further commented on vehicles parked on the Grebe Road/Thimblehall Lane junction which restricted visibility and posed a danger to other road users; damage to verges caused by parked vehicles and litter and other items dumped on the track lying parallel to the M62, north of the M62 underpass on Canal Side West.

**9. Date the of next ordinary meeting:** Tuesday 12 February 2019 at Newport Village Hall.

## NEWPORT PARISH COUNCIL

### Minutes of the Meeting held on Tuesday 12 February 2019 at Newport Village Hall.

**1. Present:** Cllrs Etherington, G Bate, R Bate, Harrison, and Pettit

**Apologies:** Cllr Lamming

**2. Declaration of pecuniary and non-pecuniary interests:** none declared.

**3. Minutes:** (i) **resolved** that the minutes of the ordinary meeting of the Council held on 8 January 2019 be approved and signed as a correct record.

(ii) **resolved** that the minutes of the extraordinary meeting of the Council held on 15 January 2019 be approved and signed as a correct record.

**4. Public Forum:** one member of the public present. Mr S Clarke, Chairman of the Newport Village Hall committee outlined ideas which were being considered to promote the Tour De Yorkshire which passes through Newport on 2 May. These included blue and yellow flags, bike painting by the NGYP, bunting, a fund-raising event, spectator areas at the pre-school, promotional painting on the school field which could be seen from the air and the use of WhatsApp. Mr Clarke also spoke briefly on the committee's wish to extend the village hall's CCTV coverage to the far side of the car park and the far side of the cricket pavilion.

#### **5. (a) Planning applications received:**

19/00127 Siting of a static caravan to be used as a security cabin (retrospective application) and erection of a stable building at land north of 41 Canal Side East Newport. **Resolved** that the council had no objection to the planning application per se but had concerns re lack of information on drainage, management of animal waste, stock numbers and vehicle movements.

18/03717 Erection of single storey extension and internal alterations (retrospective) to allow continued use of dwelling as 2 self-contained dwellings. Mill House, 6 Mill Lane, Scalby. **Resolved** that the council would take a neutral position on the application.

#### **(b) Notifications of decisions received from ERYC:**

18/03796 Erection of a side and rear two storey at 26 Canal Side East, Newport.  
Mr A Hadfield. Full Planning. **Approved.**

#### **6. Clerk's Report**

i	Local Council Elections 2019: Thursday 2 May 2019. Forms for nomination as a councillor must be hand delivered to East Riding of Yorkshire Council, County Hall, Beverley between 20 March 2019 and 4.00pm 3 April 2019. Nomination packs and electoral roll numbers are available from the Clerk.
ii	ERYC Positive Activity Grant 2019: an application form has been submitted by the Clerk.
iii	Response to advertising of post of Clerk to the Council: five requests for an application form have been received.
iv	Main Road village green/play area: damaged fencing bordering the Market Weighton Canal needs replacing as it constitutes a danger to public safety. The Clerk has attached a warning notice to the fencing and will seek information on the cost of replacement as a matter of urgency.
v	Canal Side West north of M62 underpass: Mr P Coates has been requested to repair wooden fencing bordering the Market Weighton Canal.
vi	Litter bin replacements: four new bins have been installed; 2 at the Brickyard, 1 on Hopwood Lane and 1 on the public footpath between Canal Side West and Thimblehall Lane.
vii	St Stephen's Churchyard: tree branches are overhanging the public highway. Mr P Coates has been

	requested to trim back those branches which are easily accessible. The Clerk will invite tree surgery operatives to discuss management of the trees.
viii	Incident at cemetery, 22 June 2018: legal correspondence received by the Clerk has been forwarded to the council's insurers.
ix	Newport Burial Committee and NGYP Advisory Committee meeting dates: these will take place on 20 February 2019 and 19 March 2019 respectively.
x	ERYC: communication re Committee for Standards in Public Life recommendations. The independent Committee for Standards in Public Life published its review into Local Government Ethical Standards on 30 January 2019. The recommendations are to be considered by ERYC's Standards Committee.

## 6. Finance:

### Payments January/February 2019

P Coates: village maintenance	486.00
Glasdon: litter bins	902.93
Staff salaries and expenses	1413.00
HMRC	302.47
Postage	6.96
Chronicle Publications	544.32

**Resolved** to authorize staff salaries/expenses and accounts presented at the meeting

8. **Brickyard:** discussion on parish council owned land boundaries associated with 46 Canal Side West and further legal action options. **Resolved** to instruct the council's solicitor to write to the landowner on the matter of building works impinging on land owned by the council.
9. **ERYC: Newport Village Neighbourhood Watch:** a communication from ERYC suggested that Newport Parish Council might consider supporting and registering with Neighbourhood Watch. Further clarification from ERYC was requested by the Clerk who was informed that the council was not in fact being asked to register a Neighbourhood Watch scheme, but to publicise the existing scheme, currently administered by a sole resident of Newport if asked to do so. No decision on registering with Neighbourhood Watch was therefore required to be made by the council at the meeting.
10. **Smith of Derby:** following discussion of options for renewal of the Methodist Clock Service Agreement, it was **resolved** to accept a five year service agreement.
11. **Working Party on traffic issues:** progress report. Cllr Etherington commented on the valuable contribution made by Sgt D Storr of Humberside Police who attended the last meeting of the working party. Sgt Storr recommended the repositioning of the 'Give Way' sign at the Meadow Lane, Main Road Junction.
12. **ROSPA:** request for £5 per annum donation to East Yorkshire Advanced Riders and Drivers. **Resolved** to agree to the request.
13. **Newport Village Hall:** request for donation for extension to CCTV coverage. **Resolved** not to make a donation on the grounds of cost but to invite the Newport Village Hall Committee to reapply should it find a supplier able to provide a more reasonably priced extension to CCTV coverage.

## 14. Correspondence and publications:

Rural Services Network: weekly email News Digests, Jan/Feb 2019 (noted); ERYC: Town and Parish Council Communication Review Panel Report (circulated); ERYC: Tour de Yorkshire Business and Community Roadshow (circulated); ERYC: Draft Planning Enforcement Plan (circulated); NHS East Yorkshire Clinical

Commissioning Group: Neuro and Stroke workshops (circulated and displayed); ERNLLCA: January 2019 newsletter (circulated).

**15. Councillors Brief Reports:** none.

**16. Date the of next ordinary meeting:** Tuesday 12 March 2019 at Newport Village Hall.

## NEWPORT PARISH COUNCIL

### Minutes of the Meeting held on Tuesday 12 March 2019 at Newport Village Hall.

**1. Present:** Cllrs Etherington, G Bate, R Bate, Harrison, and Pettit

**Absent:** Cllr Lamming

**2. Declaration of pecuniary and non-pecuniary interests:** Cllrs G Bate and R Bate declared a non pecuniary interest in agenda item 9 as relatives of one of the persons selected for interview.

**3. Minutes:** **resolved** that the minutes of the ordinary meeting of the Council held on 12 February 2018 be approved and signed as a correct record.

**4. Public Forum:** one member of the public present. A resident on Common Lane addressed the council on his objections to planning applications 19/00371 and 18/04111.

#### **5. (a) Planning applications received:**

19/00371 Erection of a building and associated works in connection with floral bouquet production and distribution at land south east of JZ Flowers International Limited, The Flower Outlet, Dianthus House Common Lane North Cave. Strategic. The council was of the opinion that an Environmental Assessment was required before an informed decision could be made.

18/04111 Construction of a hardcore area for use as a lorry park including associated portable office, fuelling station, surface water interceptor, potting of a dyke and construction of a surface water storage pond at land south west of Intergreen UK Limited Warehouse, Dianthus House, Common Lane North Cave. Strategic. **Resolved** to object to the application on issues associated with noise and proposed 24/7 operating hours.

19/00567 Erection of two storey office block with associated car parking, external landscaping works and extension of existing access road with new site access junction following outline permission 14/01990/STOUT and 17/00955/STVAR (all matters to be considered) at Land North Of Main Road Newport. Reserved Matters. ProQual AB Ltd. **Resolved:** no objection.

#### **(b) Notifications of decisions received from ERYC: None**

#### **6. Clerk's Report**

i	Local Council Elections 2019: these take place on Thursday 2 May 2019. Current Councillors cease to be councillors on 1 May 2019. Nominations must be delivered to County Hall, Beverley after the Notice of Election has been issued (not yet received) i.e. between 20 March and 4.00pm Wednesday 3 April 2019.
ii	Positive Activity Grant 2019: the PAG award was significantly oversubscribed. NGYP has been awarded £224.59 for the next financial year.
iii	Post of Clerk to the Council: three applicants were selected for interviews which took place on 5 March 2019.
iv	Main Road village green/play area: the fencing bordering the Market Weighton Canal has been completely replaced.
v	Cemetery footpath: the Clerk met with a representative of Kitchen Civils Ltd to discuss the logistics of replacing the surface of the existing footpath and extending it to the eastern boundary of the cemetery. The work will take approximately two weeks and will necessitate the closure of the cemetery for two days at some point. Start date for the work has not yet been set.
vi	ERYC Village Walkabout: 9.45am, Wednesday 19 June 2019. Any member of the new council is welcome to attend.

vii	St Stephen's Churchyard: St Stephen's Churchyard: low tree branches overhanging the public highway have been removed by Mr Coates as an interim improvement measure. The Clerk has met onsite with two tree surgery businesses to discuss future options for managing the trees: a third meeting has yet to take place.
viii	Memorial Clock servicing agreement: the current agreement expires in June 2019. The new 5 year agreement will cover the period 1 July 2019 – 30 June 2024.
ix	Newport Burial Committee: the committee met on Wednesday, 20 February 2019. The main agenda item was to look at quotes for the cemetery footpath work. The committee were unanimous in selecting Kitchen Civils Ltd but requested the Clerk to negotiate a lower price, which has been done.
x	NGYP Advisory Committee: next meeting 7.00pm Tuesday 19 March 2019 at Gilberdyke Memorial Hall.

## 7. Finance:

### Payments Feb/March 2019

P Coates: village maintenance	594.00
Gilberdyke War memorial Hall: NGYP room hire	198.00
Tony Cook Fencing	400.00
Smith of Derby: clock servicing contract	1017.60
P Coates: churchyard maintenance	320.00
B Sherwood: cemetery maintenance	370.00
Staff salaries and expenses	1460.60
HMRC	638.26
S Goddard: bus shelter cleaning	84.00
G Bate: councillor expenses	25.90

**Resolved** to authorize staff salaries/expenses and accounts presented at the meeting.

## 8. Retrospective approvals: resolved:

- (i) Cemetery path: to approve the recommendation of the Newport Burial Committee to appoint Kitchen Civils as the contractor.
- (ii) Main Road village green/play area: to approve complete replacement of fencing bordering the Market Weighton Canal.
- (iii) Temporary Human Resources Committee: to approve the formation of the committee to enable shortlisting of job applicants to take place.

**9. Post of Clerk to the Council: resolved** (i) to approve the appointment of the preferred candidate (ii) it was agreed that issues raised by the Chair of the council associated with the appointment (including amendment to start of employment date, provision of a mobile phone, laptop software, provision of photocopier/scanner/printer, transfer of filing cabinets, office allowance, delivery and storage of dog waste bags and litter bin bags, and new email address) would need be addressed. Specific details to be clarified at a later meeting.

**10. ERYC Tour De Yorkshire Community Fund:** resolved to apply for funding for the cost of community activities in Newport in support of the Tour De Yorkshire passing through Newport on 2 May.

**11. Community Speedwatch:** request for further information. Discussion deferred.

**12. Working Party on traffic issues:** progress report. Deferred.

**13. Correspondence and publications:**

Rural Services Network: weekly email News Digests, Feb/March 2019 (noted);ERNLLCA: February 2019 newsletter (circulated); ICO newsletter March 2019 (circulated); NHS East Yorkshire Clinical Commissioning Group: Healthwatch press release (circulated): Tour De Yorkshire: Community Fund (circulated); **Community Speedwatch**: request for further information (circulated).

**14. Councillors Brief Reports:**

Cllr R Bate commented on the parking of a van at the junction of Thimblehall Lane and Grebe Road which he considered to be a traffic hazard.

**15. Date the of next ordinary meeting:** Tuesday 9 April 2019 at Newport Village Hall.



# **April 2019 No Meeting Held**

Minutes of the Annual General meeting of Newport Parish Council held on Tuesday 14 May 2019 at 8.00pm in the Village Hall, Station Road, Newport.

Present: Councillor J Etherington

Apologies were received from Councillors G Bate, R Bate and P Pettit.

The Clerk advised that the meeting be adjourned due to there being an insufficient quorum for business to be conducted.

The meeting is to be reconvened on a date and time to be confirmed followed by an ordinary meeting of the Parish Council on rising of the AGM.

The meeting closed at 8.05pm.

## NEWPORT PARISH COUNCIL

### Minutes of the extraordinary meeting held on Tuesday 25 June 2019 at Newport Village Hall.

**Present:** Councillors J Etherington, G Bate, R Bate, J Lamming and P Pettit

**In Attendance:** Cara Young outgoing Clerk and Responsible Financial Officer

1. **Apologies** - Apologies for lateness were received from Councillor R Bate.
2. **Declaration of pecuniary and non-pecuniary interests** – No declarations were made.
3. **Approval of Annual Governance Statement** - Members were reminded that the purpose of the annual governance statement is for an authority to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Moved by Councillor G Bate and seconded by Councillor Pettit, it was agreed that the Annual Governance Statement be approved and signed.
4. **Approval of the Accounting Statement** - Members considered the Accounting Statement for the financial year 2018-19. Members' attention was drawn to item 9 relating to the Parish Council's total fixed assets and it was noted that the Cemetery footpath was not included in the figure reported having been constructed in the new financial year, although already committed to the asset register received at the AGM. Moved by Councillor Pettit and seconded by Councillor Lamming, it was agreed that the Accounting Statement be approved.

Ms Young was thanked for her attendance and left the meeting.

Councillor R Bate joined the meeting at 7.15pm.

5. **Proposed development of Parish Council website** – Members' discussed options for the development of a Parish Council website. It was agreed that (a) members' suggestions be submitted to the Clerk and (b) that the Clerk seeks quotations for the potential costs associated with website development to be brought back to a future meeting of the Council for consideration.
6. **Traffic Working Party** – Councillor Etherington reported that concerns in relation to the junction of Meadow Lane remained unresolved. It was agreed that a map of the junction be forwarded to ERYC by Councillor Etherington with a view to works being secured at the junction of Meadow Lane to extend the white line.

The meeting ended at 7.32pm

Date and time of next meeting – Tuesday 9 July at 7.00pm



**NEWPORT PARISH COUNCIL**  
**Minutes of the reconvened AGM held on Tuesday 18 June 2019 at Newport Village Hall**

The meeting was opened by Catherine Train, Parish Clerk.

**Present:** Councillors J Etherington, G Bate, R Bate, J Lamming and P Pettit

**Apologies:** n/a

**1. Co-option of member to the Parish Council** – Members’ considered an application for co-option from Mrs Jennifer Lamming. It was agreed that Mrs Lamming be co-opted. Councillor Lamming joined the meeting.

**2. Election of Chairman** – It was agreed that Councillor John Etherington be elected Chairman for the Municipal Year 2019-20

**3. Declaration of Acceptance of Office** – The office of Chairman was formally accepted by Councillor Etherington.

**4. Election of Vice-Chairman** – It was agreed that Councillor Graham Bate be elected Vice Chairman for the Municipal Year 2019-20.

**5. Appointment of members to serve on the Newport and Gilberdyke Joint Advisory Youth Committee** – It was agreed that Councillors’ Etherington, Lamming and G Bate be appointed to serve on the Newport and Gilberdyke Joint Advisory Youth Committee and that Councillor Pettit be appointed to act as a substitute.

**6. Appointment of members to serve on the Newport Burial Committee** – It was agreed that Councillors’ Etherington, G Bate and R Bate be appointed to serve on the Newport Burial Committee and that Councillors’ Lamming and Pettit be appointed to act as substitutes.

**7. Asset register of Council property** – Members’ received an updated copy of the Asset Register of Council property.

**8. Dates and times of ordinary meetings of the Parish Council for the Municipal Year 2019/20** – It was agreed that the Parish Council will meet on the following dates:

Tuesday 9 July 2019 at 7.00pm

Tuesday 13 August 2019 at 7.00pm (if required during members’ recess)

Tuesday 10 September 2019 at 7.00pm

Tuesday 8 October 2019 at 7.00pm

Tuesday 12 November 2019 at 7.00pm

Tuesday 10 December 2019 at 7.00pm

Tuesday 14 January 2020 at 7.00pm

Tuesday 11 February 2020 at 7.00pm

Tuesday 10 March 2020 at 7.00pm

Tuesday 7 April 2020 at 7.00pm

Unless advised, meetings will take place at The Village Hall, Main Road, Newport.

**9. To resolve that the ordinary meetings of the Council take place on the second Tuesday of the month** – Following discussion by members’ it was agreed that the Parish Council will meet on the second Tuesday of each month as opposed to Wednesday due to the availability of the Village Hall.

Members' were reminded by the Chairman of the need to submit any apologies well in advance of future meetings, to the Clerk. It was noted that two meetings of the Parish Council had recently been cancelled due to there being an insufficient quorum. It was acknowledged that this would remain an issue given the number of vacancies on the Parish Council, standing at six.

**10. The minutes of the AGM of the Parish Council on 9 May 2018** - It was noted that the minutes of the AGM held on 9 May 2018 were approved and signed as a correct record at the ordinary meeting of the Council on Wednesday 11 June 2018.

The meeting commenced at 7.20 pm and ended at 7.40 pm.

**NEWPORT PARISH COUNCIL**  
**Minutes of the meeting held on Tuesday 9 July 2019 at Newport Village Hall**

**Present:** Councillors J Etherington, G Bate, R Bate, and P Pettit

**1. Apologies** – Apologies for absence were received from Councillor Lamming.

**2. Declaration of pecuniary and non-pecuniary interests** – No declarations were made.

**3. Minutes**

(i) It was resolved that the minutes of the Annual General meeting of the Council held on 18 June 2019 be approved and signed as a correct record.

(ii) Subject to the addition of the following text under minute number 3, members noted concerns expressed at the annual village meeting in relation to the speed of outriders at the Tour de Yorkshire and the potential risk to spectators, it was agreed that the minutes of the ordinary meeting of the Council held on rising of the AGM on 18 June 2019 be approved and signed as a correct record.

(iii) It was resolved that the minutes of the extraordinary meeting of the Council held on 25 June 2019 be approved and signed as a correct record.

**4. Public Forum** – No members of the public were present at the meeting.

**5. Planning applications received**

19/02070/REM – Land north of Main Road, Newport, East Riding of Yorkshire, HU15 2PR. Erection of a two storey office/workshop block with associated car parking, external landscaping works and extension of existing access road with new site access junction following outline permission 14/01990/STOUT and 17/00955/STVAR (all matters to be considered).

Having discussed the application members concluded that conditions on the main road are of concern and additional heavy goods vehicles will impact further. Members consider that repairs to the road are urgently needed prior to the scheme being built. There are also concerns regarding overnight parking at the junction of Green Park and on the access road by HGVs. The height of the building has not been clearly shown on the plans. The Parish Council **recommend** that the application be refused for the reasons stated in the minutes.

No notifications had been received.

## **6. Clerk's Report**

**(i) Annual village walk around with officers from ERYC** - The schedule of works identified during the annual village walk around had been circulated by the Clerk via email, for members' information.

The Clerk advised that a second schedule, also attached to the email, detailing issues picked up which were outside the remit of the Taskforce Team, had been prepared by Jim McGivern and forwarded to the relevant services at ERYC. In response to a question from a member, the Clerk advised that works to be completed by the Taskforce Team would be carried out during the grass cutting season.

Councillor Richard Bate stated that the flashing light to warn motorists of their speed when travelling from the direction of Gilberdyke into Newport had become obscured by a tree. In response, Councillor John Etherington advised that this matter would be investigated when he accompanied the Clerk on the monthly village walk around during July.

**(ii) Community Fairs – animals as prizes (advice from Licensing)** – The Clerk briefed members in relation to an email communication from the Licensing Team. It had come to the attention of the Licensing Team that at some recent local events stall holders had given goldfish as prizes. This had led to concerns over the welfare of the fish and the duty of care for the animals when being given to children. It was noted that the responsibility for making appropriate checks to ensure that licensing regulations have been met rests with event organisers.

**(iii) ERNLLCA Communication** – The Clerk highlighted an email communication from ERNLLCA which she had circulated to members, in relation to the forthcoming Annual meeting of the East Riding (West) District Committee on Wednesday 17th July at 7.00pm in The Courtyard, Goole.

**(iv) Member Training and Development** - Due to the recent demand for places on the Being a Good Councillor training, ERNLLCA was considering running an additional day which would incorporate all 3 parts of the training in one session. Expressions of interest had been sought by ERNLLCA and the Clerk had requested 3 places on behalf of members who had previously been unsuccessful in obtaining a place on the training.

**(v) National Highways and Transport (NHT) public satisfaction survey** – Members were informed that ERYC was currently taking part in the National Highways and Transport Public Satisfaction Survey. The survey had been commissioned by the NHT network and ERYC was one of 111 local authorities to sign up to the survey which asks members of the public questions regarding their opinions on various aspects of the services ERYC provides from the condition of roads and footpaths, to the provision of cycling facilities.



This year ERYC also wished to consult with Parish and Town Councils and had requested that the survey be completed by the Chair or other appropriate Parish Councillor.

Councillor Richard Bate expressed his concern regarding the condition of the underpass beneath the motorway flyover and also the condition of timber fencing adjacent to the concrete bridge on Landing Lane which was in a very poor state in parts with untidy inclines.

Members discussed the use of the B130 as a relief road following M62 closures and the need for urgent remedial works to pot holes and road markings to improve the condition of the surface, also the need for an ongoing maintenance programme.

**It was agreed** that the on-line survey be completed on behalf of the Parish Council by Councillor Paul Pettit as lead with input from Councillor Richard Bate.

#### **(vi) Road Safety**

**(a) Pedestrian crossing at Newport Primary School/Newport Village Hall** – The Clerk advised that the issue previously raised by Councillor Graham Bate in relation to the limited amount of time for pedestrians to safely cross the road had been referred to Alan Frankish at ERYC. A further update from the clerk would be given once a response had been received.

**(b) Tour de Yorkshire** - Concerns regarding the speed of outriders at the recent Tour de Yorkshire event had been discussed with ERYC. Carl Skelton (Group Manager Highway Maintenance Services) had subsequently advised that the national escort group and moto-marshalls responsible for enforcing the road closure and stopping traffic ahead of the cyclists, were managed by the Police to whom any feedback should be directed. Feedback would be forwarded by the Clerk on behalf of the Parish Council.

**(vii) Money Market Fixed Deposit Account** - Money set aside for the purchase of land to extend the current cemetery, currently in a Money Market fixed deposit account with the HSBC bank, was due to mature on 15 July 19. Members were informed that the bank required an instruction as to re-investment. The Clerk sought members' approval for the money to be reinvested at a rate of 0.61%. The previous rate was 0.76%.

It was agreed that the Clerk be authorised to reinvest the money for a period of 12 months in a Money Market fixed rate Account subject to there being no penalty for early withdrawal.

**(viii) Insurance Policy** – Authority was sought by the Clerk to make a payment of £1,064.08 for the annual renewal of the Parish Council's insurance policy.

**It was agreed (a)** that the clerk be authorised to make a payment of £1,064.08 to Came and Co. for the annual renewal of the Parish Council's insurance policy and **(b)** that the annual renewal of the Parish Council's insurance policy be placed on the agenda for consideration in April 2020, in advance of the renewal being due.

**(ix) Matters arising / any other business** – Following a request from members that matters arising and any other business be included on future agenda, the Clerk advised that the Parish Council was required by law to publish an agenda clearly identifying the business to be considered and for this reason were not acceptable. Members were advised that updates in relation to previous matters considered by the Council requiring specific action by the Clerk, would be covered in the Clerk's report.

**It was agreed** that matters arising from the minutes of previous meeting requiring action by the Clerk, be covered in the Clerk's report.

## **7. Finance**

### **June 2019 Payments**

Less expenditure to be authorised:

Staffing costs	1,344.76
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Receipts	
Cemetery fees	540.00

### **July 2019 Payments**

P. Coates	1050.00
Came & Co	
(Annual insurance)	1064.08
P. Coates	
(Churchyard)	870.00
B. Sherwood	
(Cemetery)	725.00
Salary & expenses	211.25
Travel	20.00
Postage	7.32
Gilberdyke WM Hall	
(NGYP sessions)	330.00
Gilberdyke WM Hall	
(NGYP committee	
Meetings)	22.00
Newport News	
(Newspapers)	149.45
Total	5,793.86

It was **agreed** that staff salaries/expenses and accounts presented at the meeting be authorised.

## **8. Proposed website development**

Members were advised that the Clerk had sought quotations from five companies for the development of a website on behalf of the Parish Council, of which four companies had responded.

The Clerk presented information on potential options for website content and costs which were duly considered by members. The Clerk also highlighted problems linked to out of date IT equipment and software. The potential use of a projector to display planning applications was also given consideration by members.

It was agreed (a) that the contract for setting up a web site be awarded to Zizi Design, (b) that delegated authority be granted to the Clerk to draft the web pages during summer recess in liaison with the Chair, (c) that, subject to quotations being obtained and authorised by the Chair, the Parish Council approve a sum of £1,000 maximum for the purchase of IT equipment and software, (d) that statutory pages be included on the web site to contain agenda, minutes, the municipal diary, standing orders, policy documents, inventory and the members' register of interests; with additional pages to contain local information, photographic images of Newport, historical information and a page specifically relating to the Burial Committee, Burial Clerk contact details and charges and (d) that members forward photographs of village scenes and historical information to the Clerk for inclusion.

## **9. Traffic working party**

In response to a question from Councillor Graham Bate, Councillor John Etherington confirmed that the poor condition of the road surface in Canal Side East had been brought to the attention of ERYC officers during the annual village walk around and included on the action plan previously circulated to members by the Clerk.

(i) **Parking Restrictions** - Councillor Etherington outlined a plan of parking restrictions recently implemented by ERYC. Following consideration of the plan by members, it was **agreed** that the Parish Council accept the scheme.

(ii) **Meadow Lane Junction** - Councillor Etherington advised that a plan of the Meadow Lane junction would be submitted to ERYC for realignment of the give way line, repainting of road markings and removal of the turning lane in the west direction.

It was **agreed** that in relation to minutes 9(i) and (ii), that the Clerk take appropriate follow up action.

(iii) **Humberside Police Community Speed Watch** – Councillor Etherington advised that a minimum of six volunteers would be required in order for an initiative to go ahead. Full training would be given to volunteers by Humberside Police, prior to any future scheme becoming active. It was **agreed** that expressions of interest be submitted to Councillor Etherington in the first instance.

## **10. Canal side east grassed area**

Members' discussed the grassed area on Canal Side East adjacent to the cottages on the junction of Main Road, which had recently been used for the parking of vehicles by local residents. This had churned the grass up and looked untidy. It was **agreed** that the Clerk contact Jim McGivern to determine whether the land is owned by ERYC and, if so, that a request be made for the installation of no parking signs.

## **11. Councillors' reports**

(i) **Meadow Court / Nettle Hill** – Councillor Pettit queried ownership of the green area on the left side of the road on the entry to the development. Local residents believed that this area had been adopted by ERYC however no maintenance had been carried out since handover by the developer. It was **agreed** that the Clerk contact Jim McGivern at ERYC to determine ownership of the land.

(ii) **Dyke adjacent to motorway bridge** – Councillor Etherington expressed concern in relation to the condition of the dyke adjacent to the motorway bridge which had become excessively overgrown creating a potential flood risk. It was **agreed** that Councillor Etherington accompany the Clerk on the monthly walk around to clearly identify the location of the dyke prior to the Clerk making further enquiries in relation to ownership and responsibility for clearing the area.

(iii) **Hidden Garden adjacent to Meadow Lane** - Councillor Etherington explained that he had been contacted by a resident in relation to alleged damage to his property caused by tree roots. It was agreed that Councillor Etherington accompany the Clerk on the monthly walk around to identify the trees prior to the Clerk requesting a visit by the Arboriculture Officer ERYC.

Councillors Richard Bate and Paul Pettit gave their apologies for the meeting due to take place on Tuesday 13 August 2019 and the Clerk advised that there would be an insufficient quorum for the meeting to take place.

Date and time of next meeting Tuesday 10 September 2019 at 7.00pm.

The meeting ended at 9.15pm

# **August 2019 No Meeting Held**

**NEWPORT PARISH COUNCIL**  
**Minutes of the extraordinary meeting held on Tuesday 24 September 2019**  
**at the Methodist Hall**

**Present:** Councillors J Etherington, G Bate, R Bate and P Pettit

- 1. Apologies** - Apologies for absence were received from Councillor J Lamming.
- 2. Declaration of pecuniary and non-pecuniary interests** – No declarations were made.
- 3. To consider applications for co-option to the Parish Council** – The Clerk advised that one application for co-option had been received.

**It was agreed** that Mr Alan Hills be co-opted.

Date and time of next meeting Tuesday 8 October 2019 at Newport Village Hall.

**Minutes of the meeting of Newport Parish Council held on 8 October 2019  
at the Village Hall, Newport.**

1. **Apologies** - No apologies for absence were received. Apologies for lateness were submitted by Councillor R Bate.
2. **Declaration of interests** – Councillor Pettit declared a non-percuniary interest in agenda item 5a as a resident of the Meadow Court development.

Councillor R Bate joined the meeting.

3. **Minutes** – The minutes of the ordinary meeting held on 9 July 2019 and the extraordinary meeting held on 24 September 2019 were approved as a correct record. Moved by Councillor G Bate and seconded by Councillor Pettit.

4. **Public Forum**

A resident of Meadow Court was in attendance to raise concern in relation to the planning application to be considered by the Parish Council under agenda item 5a. The resident stated that the original plan had changed, including the orientation of the proposed dwellings, which would impact on the already limited access and space available for vehicles to maneuver and turn. Garages not in the original plan would lead to a loss of light in adjacent properties. In summarizing concerns, the resident stated that light, height and access were of concern.

The Chairman explained to the resident that the Parish Council was a statutory consultee only and that the final decision on the application would be made by the Planning Authority, East Riding of Yorkshire Council. The resident was made aware of his right to register to speak as an objector should the application subsequently be placed before the Planning Sub Committee for determination.

5. **(a) Planning applications received**

Proposal: Erection of two dwellings and detached garages (Plot 6 and 7) Ref. No: 19/03239/PLF |  
Location: Meadow Court Development Land, Main Road, Newport, East Riding of Yorkshire, HU15 2PR.  
Applicant: Michael James Property Developments Limited  
Application type: Full Planning Permission

It was noted by members that a previous application for the site had already been considered by the Parish Council. The Chairman reminded members' that they would need to consider and comment upon the current application only and that the previous submission was now irrelevant for the purpose of the statutory consultation.

It was agreed that Newport Parish Council object to the application on the grounds that access is considered to be too tight and there are safety concerns from vehicles turning as no footpath is available for pedestrians. Parking is also limited due to the narrow road.

**(b) Notifications of decisions received**

Proposal: Erection of a two storey office/workshop block with associated car parking, external landscaping works and extension of existing access road with new site access junction following outline permission 14/01990/STOUT and 17/00955/STVAR (All matters to be considered)

Location: Land North of Main Road, Newport, East Riding of Yorkshire, HU15 2PR.

Applicant: Kitchen Civils Ltd

After taking all relevant issues into consideration, East Riding of Yorkshire Council had resolved to grant planning permission subject to conditions.

## 6. Clerk's report including updates on the minutes.

Matters arising

**(i) Speed of outriders at the Tour de Yorkshire** – Concerns about the speed of the outriders at the recent Tour de Yorkshire event and the potential risk to spectators, had been passed to the Police on behalf of the Parish Council.

**(ii) Obstruction of speed sign on the eastbound carriageway of Main Road** – Overhanging foliage from an adjacent willow tree had now been pruned and the sign was fully operational.

**(iii) Concern regarding the condition of the underpass beneath the motorway flyover** – The Chairman and Clerk had inspected the underpass on the monthly village walk around during July. All lighting panels were found to be illuminated, no obstructions or slippery surfaces were identified and safety barriers were in good condition.

**(iv) Condition of timber fencing adjacent to the concrete bridge on Landing Lane** – The Chairman and Clerk had inspected the fence and identified several sections requiring urgent repair.

It was agreed that remedial work be undertaken by the Parish Council.

It was noted that responsibility for cutting canal side banks was not a Parish Council matter but that of the Drainage Board. The Clerk had contacted the Drainage Board highlighting issues requiring attention including bank slippage, fly tipping, overgrown/uncut banks and broken fencing. Banks had since been cut.

**(v) Pedestrian crossing at Newport Primary School/Newport Village Hall - concerns regarding the limited amount of time for pedestrians to safely cross Main Road prior to lights turning back to green** – Following a visit by an engineer, new sensors had been fitted to detect movement on the crossing thereby extending the time pedestrians have to cross the road prior to lights returning to green, signalling traffic to move on.

**(vi) Website Development** – Work remained in progress. Members were thanked by the Clerk for their individual contributions.

**(vii) Meadow Lane Junction** – A plan of Meadow Lane junction prepared by the Traffic Working Group had been submitted to ERYC for realignment of the give way line, repainting of road markings and removal of the turning lane in the west direction. ERYC had advised that due to a six to eight-week backlog there would be a delay in the works being carried out. The Clerk advised that she would seek an update for the next meeting of the Parish Council.

**(viii) Canal Side East parking on grassed area** – Confirmation had been obtained that the grassed area in Canal Side East was owned by ERYC. An ER Officer had visited the location and concluded that there was no damage to the grassed area warranting no parking signs being placed there.



**(ix) Thimblehall Old Lane request for dropped curbs** – A request for a dropped curb on each side of Thimblehall Old Lane had been sent to ERYC and was under consideration.

**(x) Meadow Court / Nettle Hill - query regarding the ownership of the green area on the left side of the road on the entry to the development** – An ER Officer had visited the location and advised that the green area remained in the ownership of the former developer, the footpath and road being the responsibility of ERYC.

It was agreed that the Clerk contacts the developer to highlight the condition of the area.

**(xi) Dyke adjacent to the motorway bridge - concern in relation to excessive overgrowth and potential flood risk** – The Chairman and Clerk visited the site during July's monthly village walk around. The Clerk had since contacted the Drainage Board to query who was responsible for clearing this area.

**(xii) Hidden Garden adjacent to Meadow Lane** – The Clerk had sought advice from the Arboriculture Officer at ERYC following concerns raised by a resident in relation to alleged damage from tree roots. Advice provided by the Officer had subsequently been communicated to the resident.

**(xiii) Clerks/RFO Induction Training** - Approval was sought by the Clerk to attend training being run by ERNLLCA.

It was agreed that authority be granted for the Clerk to attend training and for the cost to be met by the Parish Council.

**(xiv)Quotations** – Quotations received by the Clerk were presented for consideration.

It was agreed that the following quotations be approved by the Parish Council for action by the Clerk.

Repair of broken fencing adjacent to the canal bridge on Landing Lane – £140.00

Christmas tree lighting, 4 lengths at £53.29 each – £213.16

The supply of reusable picket fencing to act as a safety barrier around Christmas trees at £140 per tree - £280.

The Parish Council requested that the Clerk obtain confirmation of the location of a new bin on Main Road, to replace the broken bin adjacent to the Jolly Sailor, prior to members authorising payment as detailed below.

Cost of bin £272.16 + VAT  
Installation cost £105.00 + VAT

The Clerk's report was received and noted.

## 7. Finance

The Clerk presented reports for the period 11 – 31 July, August and September which were noted to be retrospective due to the Parish Council not being quorate to meet during August or September.

Income and expenditure for the period 11 to 31 July 2019

**Income** - cheques paid in by Burial Clerk £465.00 / £245.00 (total £710.00)

Money Market Account £307.60 interest received

### **Expenditure**

Staff salaries (July 19) £1,259.73

JRB (Dog bags) £296.40

DSG Retail Ltd (Currys PC World) (new IT equipment and software + service plan) £927.98

HMRC PAYE/NI £416.93

Kitchen Civils (cemetery path) £890.05

Kitchen Civils (cemetery path) £3,000

Kitchen Civils (cemetery path) £3,000

Kitchen Civils (cemetery path) £3,000

Kitchen Civils (cemetery path) £3,000

Total expenditure for the period 11 to 31 July 2019 = £15,791.09

Newport Parish Council – income and payments August 2019

**Income** (cheque paid in by Burial Clerk) £695.00

### **Expenditure**

Staff salaries (August) £1,540.95

Clerk's expenses £9.61 (x2 box files and x1 ream of printer paper and postage (website contract document))

Burial Clerk (July salary) £211.25

Burial Clerk expenses £13.36 (Cemetery Postage)

Baldry's Coaches £210.00 (NGYP cinema trip)

B. Sherwood (Invoice no. 29 – burial grounds) £450.00

HMRC (PAYE/NIC) £192.68

P. Coates (Invoices 29 to 35 – village maintenance) £1,116.00

P. Coates (Invoice no. 36 – burial grounds) £590.00

Barrow Bookkeeping £115.00

Total expenditure during August 2019 = £4,448.85

Newport Parish Council – income and payments September 2019

**Income** – remittance from ERYC (30 September 19) £20,000 (council tax precept)

### **Expenditure**

Staff salaries (September) £1,605.79

Clerk's Expenses £29.10 (x4 spare keys + key fobs + printer cartridge)

Burial Clerk (August salary) £211.25

B. Sherwood (Invoice no. 31) £450.00

P. Coates (Invoice no. 37 - burials) £420.00

P. Coates (Invoice no. 38 - brickyard) £182.00  
P. Coates (Invoice no. 39 - grass) £504.00  
P. Coates (Invoice no. 40 - roads) £378.00  
ERNLLCA (Invoice no. SI-359 – Being a good councillor training x 3 places) £162.00  
ER Supplies (First Aid kit and first aid bum bag for NGYP) £14.88 + £5.95 – total = £20.83

Total expenditure during September 2019 = £3,962.97

It was **agreed** that staff salaries/expenses and accounts presented at the meeting be authorised.

## **8. Review of Community Emergency Plan**

The Clerk advised members that the Parish Council had not previously prepared a community emergency plan. Advice had been sought from the Emergency Planning Team at ERYC from whom templates had been provided. The Officer had advised that Newport Parish Council develop a plan at Level 1.

It was agreed (a) that the Clerk prepares a draft plan on behalf of the Parish Council to be placed on the agenda for the meeting in November and (b) that Councillor R Bate prepares a map of the Parish to append to the draft document.

## **9. Police report for Howdenshire (September 2019)**

It was agreed that future reports be posted on the Parish Council notice board by the Clerk.

## **10. Christmas newsletter**

It was agreed (a) that a Christmas newsletter be prepared, to be led by Councillor Etherington with contributions from all members and (b) that the draft newsletter be placed on the agenda for the Parish Council meeting in November.

## **11. ERYC - Review of members' allowances**

It was agreed that Councillor Hills completes the link on behalf of the Parish Council.

## **12. Councillors' reports**

**(i) Bridge Planters** - Members were advised that planters were already included in routine village maintenance and would be replenished during the autumn.

**(ii) Hedge overhanging/obstructing footpath in Thimblehall Lane** - A member raised concern in relation to pedestrians and particularly children on their way to school, having to step off the footpath and walk along the road.

It was agreed that the Clerk would report the matter to ERYC.

**(iii) Speed Signage** - Councillor Pettit reported that he had spoken to ERYC regarding the potential replacement of signage at both ends of the village, with signs that warn drivers of their actual speed. The Officer had advised that this type of signage was no longer commissioned by ERYC.

**(iv) Hopwood Lane** (section from main road to electrical switch house) and (un-named section running westerly from the bottom of Hopwood lane to the motorway underpass) – Councillor G Bate highlighted a number of areas where the ground had sunk creating a danger to horse riders, cyclists and pedestrians from standing water after heavy rain.

It was agreed that the Clerk ascertains ownership of both lanes prior to reporting pot holes for remedial action to the appropriate party.

**(v) Canal Banks** – Councillor Etherington reported that although canal banks had been cut up to the motorway, the north side had not been completed. This might in part be due to restricted access.

It was agreed that the Chairman and the Clerk visit the area on their monthly walk around and report back if necessary.

It was agreed that staffing levels and payments be placed on the November agenda.

The meeting ended at 9pm

Date and time of next meeting Tuesday 12 November 2019