

**Minutes of the meeting of Newport Parish Council held on  
14 January 2020 at Newport Village Hall**

**Present:** Councillors Etherington (in the chair), G Bate, R Bate, Hills and Lamming  
Also in attendance was the Clerk/RFO

**29. Apologies**

Cllr Pettit

**30. Declaration of interests**

None

**31. Minutes**

**Resolved** – that the minutes of the ordinary meeting held on 10 December 2019 be accepted as a true record.

Proposed by Cllr Hills and seconded by Cllr R Bate.

**32. Public Forum**

None

**33. Ward Councillor's report**

None

**34. (a) Notifications from ERYC of planning applications received**

i) TPO application for 1 Meadow Court, Newport, HU15 2HX. Applicant Mr P Pettit  
Application to fell and replace two horse chestnut trees.  
It was agreed – that the Parish Council has no objection.

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

i) 19/03472/PLF - Siting of a static caravan to be used as a security cabin (retrospective application) and erection of a stable building (resubmission 19/00127/PLF) land north of 41 Canal Side East Newport HU15 2RN.

After taking all relevant issues into consideration, ERYC had resolved to grant planning permission subject to conditions.

ii) 19/03632/PLF - Erection of a single storey extension to rear following demolition of existing outbuilding and erection of a detached building for use as home office and garden room, 25 & 26 Canal Side East, Newport, HU15 2RL.

After taking all relevant issues into consideration, ERYC had resolved to grant planning permission subject to conditions.

The decisions were noted.

**35. Clerk's report to include updates on the minutes**

The Clerk reported that she had contacted ERYC to enquire whether a red triangle sign to warn motorists of horse riders could be erected in Landing Lane. The response from ERYC declining the Parish Council's request had previously been circulated to members with agenda papers.

It was agreed that a letter be sent to Cllr Aitken, Ward Councillor, by the Chairman to include a copy of the response from ERYC and (b) that residents/horse riders be advised to report future road traffic incidents of concern, including near misses to the Police.

**36. Finance**

**Income** - £135.00 (burials) and £3,879.70 (Gilberdyke PC recharge for NGYP) total = £4,014.70

**Expenditure**

Staff salaries £1,635.23

Clerk's expenses (£10.00 printer cartridge)

HMRC PAYE/NI £1,195.00 for period September to December 19

B. Sherwood (Invoice 43 ) £880.00 (Cemetery)

P. Coates (Invoice 55) £378.00 (roads)

P. Coates (Invoice 56) £493.16 (supply of Christmas lights and fencing for Christmas trees)

S. Goddard (by email) £192.00 (cleaning of bus shelters June to November 19)

ERYC Supplies (Invoice ERI1462131) £33.90 (supply of two boxes of heavy duty bin liners)

Lodge Landscapes (Invoice 12412) £420.00 supply of Christmas trees

**Total expenditure during December 19 = £5,237.29**

It was agreed (a) that staff salaries/expenses, the Clerk's overtime and accounts presented at the meeting be authorised and (b) that bank signatories be Cllrs Etherington, R Bate, A Hills and the Clerk/RFO. Proposed by Cllr R Bate and seconded by Cllr Hills.

**37. Council tax precept and budget setting 2020-21**

The Chairman informed members that the Parish Council presently held three bank accounts. These were confirmed to be the Community Account with a balance of £21,841.33. A Money Market account with a balance of £40,560.11 and an interest rate of 0.63 % paid annually in July. A BMM account with a balance of £43,818.44, interest paid quarterly at a rate of 0.2 percent, giving a current total worth of £106,219.88.

It was noted that ERNLLCA had advised that bank accounts or reserve funding held by Parish Councils be the equivalent of no more than one year's precept, the precept for 2019-20 having been set at £40,000.00.

Members reviewed expenditure in the first three quarters of the financial year against budget headings for 2019-20.

The Chairman also highlighted the need for members to review historical arrangements for bank signatories. The Chairman requested that the Clerk/RFO be added to the list.

It was resolved – (a) that the Council Tax Precept be set at £40,000.00, (b) that proposed budget headings for 2020-21 be placed on the next agenda and (c) that Cllrs Etherington and R Bate remain as signatories on the Community Account and that Cllr Hills and C. Train (Clerk/RFO) be added to the bank mandate as signatories.

Proposed by Cllr Hills and seconded by Cllr Lamming.

**38. Traffic Working Party**

Members discussed recent road traffic incidents of concern, one of which had been serious and led to the Air Ambulance attending the scene. Also, the outcome of a request to ERYC for the give way line and signage on the junction of Meadow Lane to be extended to improve the vision of drivers turning onto Main Road, which had been turned down by ER engineers on the basis that there had been no reported injury accidents at the junction. Members felt that the number of near misses presented sufficient grounds for further representations to ERYC.

It was agreed - that the Traffic Working Party be re-established with a membership of Cllrs Etherington, G. Bate, R Bate and Pettit.

**39. Dog fouling**

Services from Street Scene outlined, training available for members in terms of prosecutions. ER can place additional signage. Members to identify areas and report back.

**40. Councillors' reports**

Cllr R Bate left the meeting.

Cllr Hills requested information relating to the Newport Cemetery. Cllr Hills highlighted concern regarding the condition of the land around three of the six war graves in St. Stephens Church burial ground which had become overgrown and required cutting back. The Clerk advised Cllr Hills that she would forward his request for information about Newport Cemetery to the Burial Clerk for a response. The Clerk would also speak to the contractor responsible for maintenance at St. Stephens with a view to remedial work being carried out at the site of war graves.

Cllr R Bate rejoined the meeting.

Cllr G Bate requested that an update on the Parish Council website be placed on the next agenda.

Cllr G Bate queried whether a projector could be purchased to display planning and other documents at Parish meetings. It was noted that the current projector was incompatible with the parish laptop.

It was agreed – that Cllr Hills and the Clerk will explore options and report back.

Cllr G Bate requested that planters outside the newsagent be put on next agenda.

Is burial ground a 'lawn burial ground'. Lawn Cemetery.

Cllr R Bate highlighted concern about the condition of the old railway siding which was often used by horse riders and walkers.

It was agreed, that the Clerk establishes ownership and reports back.

**Agenda Part 2** - The Parish Council was asked to consider excluding the press and public during consideration of the next agenda item on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972. In making its decision, the Parish Council was asked to confirm that, having had regard to the circumstances, it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**Resolved** – that having had regard to the circumstances, the Parish Council was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the press and public be excluded during consideration of the next item of business.

**41. Burial arrangements**

Operational matters relating to the management of Newport Cemetery including staffing arrangements, were discussed.

Resolved (a) that joint burial arrangements with Gilberdyke Parish Council end on 31 March 2020, (b) that the Chairman formally writes to notify Gilberdyke Parish Council that joint burial arrangements will cease after 31 March 2020, (c) that the Chairman deals with correspondence in relation to staffing and (d) that burials be a standard agenda item in the future.

Date and time of next meeting Tuesday 18 February 2020 at 7pm.

**Minutes of the meeting of Newport Parish Council held on  
11 February 2020 at Newport Village Hall**

**Present:** Councillors Etherington (in the chair), G Bate, R Bate, Hills and Shields  
Also in attendance was the Clerk/RFO

**42. Apologies**

Cllrs Lamming and Pettit

**43. Declaration of interests**

None

**44. Minutes**

**Resolved** – that the minutes of the ordinary meeting held on 14 January 2020 be accepted as a true record.

Proposed by Cllr Hills and seconded by Cllr G Bate.

**45. Public Forum**

None

**46. Ward Councillor's report**

None received.

The Parish Council was asked to consider excluding the press and public during consideration of the next agenda item on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972. In making its decision, the Parish Council was asked to confirm that, having had regard to the circumstances, it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**Resolved** – that having had regard to the circumstances, the Parish Council was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the press and public be excluded during consideration of the next item of business, brought forward on the agenda.

**47. Application for co-option to Newport Parish Council**

Members requested that the applicant be asked to provide some further information in relation to his application and the applicant was duly invited by the Clerk to return to the meeting room to expand upon his application.

**Resolved** – that Mr Gordon Shields be co-opted to the membership of Newport Parish Council.

Proposed by Cllr Hills and seconded by Cllr G Bate.

Mr Shields was asked by the Chairman to confirm his acceptance of office and invited him to join the meeting.

The meeting was re-opened to the press and public.

**48. (a) Notifications from ERYC of planning applications received**

19/03961/PLF - erection of timber storage building (retrospective) at Star Takeaway, 101 Main Road, Newport, HU15 2QS.

**Resolved** – that the Parish Council has no objections.

Proposed by Cllr Hills and seconded by Cllr G Bate.

## **(b) Notification of decision received from ERYC**

19/03810/PLF - change of use of agricultural building to a workshop for the repair of vintage and specialist motor cars, with associated works including siting of a modular building for use as an office, erection of 2.4m high palisade fencing and metal/mesh gates, erection of metal-framed timber entrance gates and siting of a trailer for use as temporary storage (retrospective) at Poplar Farm, Mill Lane, Newport, HU15 2QE.

After taking all relevant issues into consideration, ERYC had resolved to grant planning permission subject to conditions.

The decision was noted.

### **49. Clerk's report to include updates on the minutes**

The Clerk reported that the Parish Council website had been set up and checks were being made to ensure accuracy of content prior to the developer formally activating the site for public viewing.

Members were invited to view the content prior to the launch, having been previously sent the link with agenda papers, and submit any further comments to the Clerk within the next two weeks.

The Clerk sought permission to attend the Financial Responsibilities training day on 19 March being delivered by ERNLLCA, at a cost of £90.00 + VAT.

Resolved – that authority be given to the Clerk to attend the training as part of her working hours.

Proposed by Cllr Hills seconded by Cllr Shields.

The Clerk highlighted a free training place being offered by ERNLLCA on 9 April for parishes who manage play areas. The Clerk reminded members that the recent play inspection report, passed to Cllrs' Bate for review and a report back, was yet to be actioned and needed to be a priority.

Cllr Hills agreed to attend on behalf of the Parish Council.

In response to a question from Cllr G Bate, the Clerk confirmed that enquiries had been sent to ERYC in relation to the status of the access to Fen Court and ownership of land known locally as Fairy Glen; responses were currently awaited.

Cllr Aitken, ERYC Ward Councillor, joined the meeting.

Cllr Aitken advised members that piling work on the Market Weighton Canal had been delayed as work by Open Reach was initially required to remove wiring ahead of tree works being completed prior to the piling work commencing.

Issues relating to fly tipping, a request made by the Parish Council to ERYC for the erection of red triangle signage to warn motorists of horse riders in the vicinity of Landing Lane and on-going safety concerns at the junction of Meadow Lane and Main Road were raised by the Parish Council. Cllr Aitken agreed to look into these matters.

### **50. Finance**

**Income** - Burials £245.00

**Expenditure**

Staff salaries £1,923.42

Clerk's expenses (Copier paper £3.00 and postage 83p)

P. Coates (Invoice 58) £378.00 (roads)

P. Coates (Invoice 59) £288.00 (installation of Christmas trees, lights and fencing)

Parish Council Grant to the Friends of Newport School (Christmas concert) £80.00  
The Information Commissioner (annual registration) direct debit £35.00  
Gilberdyke War Memorial hire (October to December 19 NGYP) £198.00  
Newport Village Hall hire (December 19 NPC meeting) £24.00  
**Total expenditure during January 20 = £2,930.25**

It was agreed (a) that staff salaries/expenses, the Clerk's overtime (2 hours) and accounts presented at the meeting be authorised and (b) that bank signatories be Cllrs Etherington, R Bate, A Hills and the Clerk/RFO.

Proposed by Cllr Hills and seconded by Cllr Shields.

**51. Budget 2020-21**

**Resolved** – that the budget headings for 2020-21 be agreed.

Proposed by Cllr Hills and seconded by Cllr G Bate.

**52. Grant application**

Cllrs' G Bate and R Bate declared a non-pecuniary interest as family members of the applicant.

Cllr Hills queried whether the County Conservation Officer and English Heritage had been consulted about the proposed work and whether any financial assistance had been previously sought from the Methodist Church by the applicant?

**Resolved** – that the Clerk seeks further clarification prior to the application being brought back to a future meeting.

Proposed by Cllr Hills seconded by Cllr Etherington.

**53. Vehicle activated speed signage**

Cllr G Bate reported that he had independently sought information about the availability of vehicle activated speed signage, circulated by the Clerk with the agenda. Cllr Aitken highlighted the Community Speed Watch Scheme which the Parish Council might wish to consider. In response, Cllr Etherington stated that not enough volunteers had previously come forward for a scheme to be established in the village.

**Resolved** – that the Clerk writes to ERYC to advise that the Parish Council wishes to erect vehicle activated speed signage at the east and west sides of the village to supplement the existing signage warning motorists of the 30mph speed limit.

Proposed by Cllr G Bate and seconded by Cllr R Bate.

Cllr Shields abstained from voting.

**54. Burials**

Cllr Hills raised concern about dog fouling in the cemetery which had been recently reported in the local press.

Resolved – (a) that suitable signage be obtained and erected by the Clerk, (b) that the smaller original notice board be removed from the Cemetery, Clerk to make the necessary arrangements.

Proposed by Cllr Hills and seconded Cllr R Bate.

**55. Councillors' reports**

Cllr G Bate advised that a members' walk about had yet to be undertaken. The Clerk was asked to obtain information from ERYC as to the training available for members from the Dog Warden.

Cllr Hills requested that the Clerk notifies ERYC of pot holes on the westbound lane of Main Road, adjacent to the canal bridge.

**Agenda Part 2** - The Parish Council was asked to consider excluding the press and public during consideration of the next agenda item on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

In making its decision, the Parish Council was asked to confirm that, having had regard to the circumstances, it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**Resolved** – that having had regard to the circumstances, the Parish Council was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the press and public be excluded during consideration of the next item of business.

## **56. Staffing**

Contracts of employment were discussed.

The Chairman reported that the post of Burial Clerk would become vacant with effect from 31 March 2020, thereby creating a vacancy. The management of operational matters going forward was discussed.

**Resolved** – (a) that under the provisions of the Local Government Act 1972 S112(5), without prejudice to subsection 1, Cllr Hills be appointed to undertake administrative duties in relation to the Cemetery, without financial remuneration, assisted by the Clerk/RFO as an interim arrangement only and (b) that burial matters be reported direct to the Parish Council in the future, as opposed to a Burial Committee following the dissolution of joint arrangements with Gilberdyke Parish Council effective from 31 March 2020..

Proposed by Cllr Etherington and seconded by Cllr G Bate.

The Clerk advised the Parish Council to consider establishing a Personnel Sub-Committee.

**Resolved** – (a) that a Personnel Sub-Committee be established, (b) that Cllr Shields be appointed Chairman with Cllrs' R Bate and Etherington as members and Cllr's Hills and G Bate as substitute members and (c) that draft terms of reference be drawn up by Cllr Shields and brought to a future meeting for consideration and approval.

The meeting was closed by the Chairman at 9.20pm.

Date and time of next meeting 10 March 2020 at 7pm

**Minutes of the meeting of Newport Parish Council held on  
10 March 2020 at Newport Village Hall**

**Present:** Councillors Etherington (in the chair), G Bate, R Bate, Hills, Pettit and Shields  
Also in attendance was the Clerk/RFO

**57. Apologies**

Cllr Lamming

**58. Declaration of interests**

None made at the beginning of the meeting, declarations made by Cllr G Bate and Cllr R Bate during consideration of agenda item 9 (minute 65 ).

**59. Minutes**

**Resolved** – that the minutes of the ordinary meeting held on 11 February 2020 be accepted as a true record. The resolution was proposed by Cllr Shields and seconded by Cllr Hills.

**60. Public Forum**

Cllr Paul Robinson attended the forum as a resident not officially representing Gilberdyke Parish Council, to speak of the benefits to residents in both parishes of joint burial arrangements. Members were urged to reconsider their recent decision to end joint working arrangements with Gilberdyke and to consider setting up a working group, comprising members from both parishes, subject to prior agreement by the respective parish councils.

Representatives from a local Christian group spoke of the potential to work alongside the Parish Council to help the community in a charitable way.

**61. Ward Councillor's report**

None

**62. Planning**

**Notification of decision received from ERYC**

19/03961/PLF - Erection of timber storage building (retrospective) at the Star Takeaway, 101 Main Road, Newport, HU15 2QS. After taking all relevant issues into consideration, ERYC had resolved to grant planning permission subject to conditions.

The decision was noted.

**63. Clerk's report to include updates on the minutes**

Correspondence from Democratic Services at ERYC - The Clerk outlined a proposal by ERYC to establish a charter to improve communications with town and parish councils. An on-line survey had been made available until the end of May for comments.

It was **agreed** that Cllr Pettit in consultation with Cllr R Bate consider the Parish Council's response and report back to the next meeting prior to the Clerk submitting a response.

ERYC was yet to respond to enquiries relating to Fen Court and Fairy Glen, the Clerk would continue to pursue.

Additional signage to warn dog walkers of penalties for not cleaning up had been requested from the Dog Warden, to be located in Canal Side East and the Cemetery. A member highlighted yellow painted signage also available for public footpaths which might be another option for the Parish Council to consider.

The pot hole on the West bound lane of Main Road adjacent to the Canal Bridge had been reported to ERYC Engineers Department for remedial work.





approval.

The resolution was proposed by Cllr Shields and seconded by Cllr Hills.

**67. Public Forum proposed Speakers Guide**

**Resolved** – that the speakers guide be approved.

The resolution was proposed by Cllr Hills and seconded by Cllr Shields.

Cllr R Bate abstained from the vote.

**68. Burials – Cllr Hills to report any updates**

Cllr Hills reported that a new email address would be set up and a mobile phone purchased. The Burial Clerk would leave on 31 March after which time new contact details would be circulated to local undertakers.

**69. Common Road in South Cave – communication from the Parish Clerk at South Cave**

The Clerk was asked to seek clarification as to the exact location of Common Road and report back.

**70. Wooden Planters on Main Road – item placed on the agenda by Cllr G Bate**

**Resolved** – that quotations be obtained to replace the half barrel planters.

The resolution was proposed by Cllr Shields and seconded by Cllr Hills.

**71. To agree the date and time of the Annual Village meeting and the Annual Parish Council meeting**

**Resolved** – that the Annual Village meeting and the Annual Parish Council meeting be held on Monday 4 May at 6.30pm with the AGM and ordinary meetings on rising.

The resolution was proposed by Cllr Shields and seconded by Cllr Hills.

**72. Councillors' reports**

Councillor Aitken, ward member, joined the meeting and was invited to present her report.

Councillor Aitken reported that she had requested written confirmation from the Canal Board as to when piling work would be undertaken on the Market Weighton Canal at Newport; a copy of the response would be forwarded to the Clerk once received for members' information.

An update was being sought from the Engineer regarding the Meadow Lane junction with Main Road and horse riding warning signage for Landing Lane.

The response by ERYC to the Coronavirus emergency was being driven by the Government and Health England; the Authority was well positioned with services in place.

In response to questions from members' Cllr Aitken advised that if necessary, concerns in relation to vulnerable residents should be reported direct to Adult Social Care to trigger an appropriate response.

In response to a question from a member, the Chairman confirmed that a projector would be purchased in the near future to display planning applications and other documents at Parish meetings.

Cllr Aitken and Cllr R Bate left the meeting.

**Agenda Part 2** - The Parish Council was asked to consider excluding the press and public during consideration

of the next items on the grounds they were likely to involve the disclosure of exempt information as defined in Paragraphs 1 and 4 of Part 1 of Schedule 12A of the Local Government Act 1972. In making its decision, the Parish Council was asked to confirm that, having had regard to the circumstances, it was satisfied that the public interest in maintaining the exemptions outweighed the public interest in disclosing the information.

**Resolved** – that having had regard to the circumstances, the Parish Council was satisfied that the public interest in maintaining the exemptions outweighed the public interest in disclosing the information and that the press and public be excluded during consideration of the next items of business.

Cllr R Bate rejoined the meeting.

It was proposed by Cllr Shields and seconded by Cllr R Bate that both items be adjourned on the basis of the representation during the public forum, to enable a discussion between the Parish Councils as to forming a working party to discuss a way forward.

**73. Staffing**

It was **agreed** that the item be adjourned until the next agenda.

**74. Correspondence from the Clerk at Gilberdyke Parish Council regarding joint burial arrangements**

The correspondence was noted.

It was **agreed** that the item be adjourned until the next agenda.

The meeting was closed by the Chairman at 9.05pm

Date and time of next meeting Tuesday 7 April 2020 at 7pm

# **April 2020 No Meeting Held Due to COVID-19**

# **May 2020 No Meeting Held Due to COVID-19**

## NEWPORT PARISH COUNCIL

### Minutes of the Remote Extraordinary Meeting held on Tuesday 15 June 2020

#### Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Vice-chair and acting clerk), R Bate, Pettit, and Shields

**Apologies:** Cllr Lamming

Also present: Howdenshire Ward Councillor V Aitken,  
Mr A Crabbe, Clerk to Gilberdyke Parish Council,

Following the resignation of the council’s Chair and the Clerk in May 2020, the meeting was opened by Cllr G Bate, Vice-chair of the council. Mr A Crabbe agreed to take notes of the meeting.

1. **Election of Chair & Vice Chair: Resolved** to elect Cllr G Bate as Chair of the council and Cllr Pettit as Vice-chair of the council.
2. **Declaration of interests** - To record declarations of interest by any Member of the Council in respect of the agenda items listed below. None declared, other than Cllr R Bate, non-pecuniary interest in item 14 as a member of the committee.
3. **Minutes:** to approve the minutes of the last ordinary meeting held on 10 March 2020. Approval was deferred to the next meeting of the council.
4. **Public Forum:** This was time limited to 10 minutes. 3 members of the public spoke at the meeting. Mr R Hunt expressed concerns re (i) Cllr G Bate assuming the role of ‘acting clerk’ without council approval; (ii) the low number of councillors increasing the probability of meetings being unable to take place due to being inquorate and how increasing the number of councillors was to be addressed; (iii) members of the public being requested via the parish council notice board to contact the council using the email address of a business unconnected with the parish council which was in breach of data protection regulations and (iv) the non-publication of meeting minutes on the parish council notice board in breach of the council’s publication of information scheme. Mr Hunt was advised that due to the lack of time allocated to the public forum and the length and complexity of his questions and concerns, some of which were inappropriate for discussion in the public forum, to put them in writing for a considered response.  
Gilberdyke Parish Councillor P Robinson queried whether the youth project (NGYP) was on the agenda as Gilberdyke PC had concerns about the management of the project. He also queried Cllr G Bate assuming the role of ‘acting clerk’, but if that was the case, was he suitably qualified in terms of ‘safeguarding’ to manage the youth worker team. Cllr Bate responded that he was acting as clerk as a temporary measure and would have no contact with young people. He hoped that a temporary clerk would be appointed before the meeting ended.  
Mr T Walker (i) expressed an opinion that Mr R Hunt’s questions had not been answered and (ii) asked whether meeting minutes would be placed on the parish council noticeboard in future. Cllr G Bate stated that the minutes would be posted on the notice board and Cllr Pettit stated they would also be posted on the council’s website.
5. **COVID-19 Emergency & Parish Council Role:** to consider key parish strategies, risks, operational changes and what assistance should be given to members of the community. The meeting was closed to enable Ward Councillor Aitken to comment. She informed members that ERYC was working with partner agencies and other local authorities to achieve best services for communities. Government guidance on ‘lockdown’ had been clear but much less clear on ‘unlocking’. ERYC were

looking to develop a countywide response.

Members of the council agreed that the meeting should remain closed, and bring forward agenda item 8 to allow Councillor Aitken to give other reports:

a) there had been increasing concern re activity at Gilberdyke Landfill Site with deposits of material on the top of the site. The Environment Agency had been informed but had not been very helpful. She had requested the help of David Davis MP and activity had ceased. She expressed thanks to Kevin Clifford and Roy Hunt, local residents for continuing to keep her informed on any site activity. Cllr G Bate asked her to provide an update on the issue for the council website.

b) the Ouse and Humber Drainage Board had secured funding for work to stabilize the Market Weighton Canal bank south of the M62 to Main Road. Poor weather and the Covid 19 lockdown prevented any work starting but funding has been carried forward and work is expected to commence in the autumn/winter 2021. Cllr G Bate said that the immediate concern was the slipping of the eastern side of the canal bank. Councillor Aitken said that that was the responsibility of the Environment Agency and she had no information to offer on this other than discussions were ongoing.

The meeting re-opened. In response to a query from Cllr R Bate re local activity, Cllr Shields reported that the Gilberdyke Corona Virus Volunteer Group had been very active in supporting residents of local communities. Volunteers had been 'recruited' from Gilberdyke, Newport, Blacktoft, Laxton and other neighbouring parishes.

6. **Newport Parish Council Website:** Cllr G Bate stated that the Newport Parish Council web site was functional but contained limited information and still required a lot of work. Cllr Pettit agreed and felt that the lack of council meetings since the Covid19 lockdown had hindered progress. Cllr Shields stated that the website had not been registered with 'Nominet' (the official registry for UK domain names) which placed the council at risk. **Resolved** that (i) the website be registered with Nominet; (ii) that the Chair, Parish Clerk and Councillor Pettit be authorised to make amendments and upload information onto the parish web site subject to prior clearance by the Proper Officer of the Council and (iii) notification of uploads and/or amendments were provided to all members of the council. Any uploads/amendments to the website must be in line with current council policy and decisions.
7. **Sub Committees** – To agree the formation of sub-committees in relation to highways issues, website, personnel and other. Cllr Shield stated that there were no sub committees to be formed. The council had only one committee. **Deferred** to a future meeting of the council.
8. **Ward Councillor's report:** discussed in minute item 5.
9. **To consider the following planning applications notified by ERYC:**  
  
**20/01246/PLF - Erection of single storey extensions to side and rear and erection of a garage/carport with glazed link to the main house** - The Coach House, 20 Wallingfen Lane, Newport, East Riding Of Yorkshire, HU15 2RF  
  
**20/01216/PLF - Erection of single storey extension to the rear following removal of existing conservatory** - 28 Southfields, Newport, East Riding Of Yorkshire, HU15 2QA  
  
There was some uncertainty among members on whether these applications had previously been discussed via email. Cllr Bate believed that this was the case and no objections had been received. The approvals had not been submitted to ERYC. The applications were included on the agenda for retrospective approval as the council had been unable to hold a meeting after 'lockdown' until now.
10. **Notification of planning decisions received from ERYC:** none received.

11. **To discuss planning applications received from ERYC following publication of the agenda and received before the date of the parish meeting:** Cllr Shields objected to the inclusion of this item on the agenda due to a previous court ruling that items on the agenda to be discussed must be specific to enable members of the public to comment.
12. **Acting Clerk's report to include updates on the minutes:** Item 11 above, a planning application received after the agenda relating to JZ Flowers was briefly discussed. The application would be on the agenda for the next meeting. Cllr Pettit had made an initial visit to the Meadow Lane amenity site in response to concerns expressed by a resident on trees located on the site, but was unsure what the extent of problem was. Cllr G Bate said he would contact ERYC to ask if the site could be visited and advice provided. A query on Fen Court and Fairy Glen had been addressed in an email from the former Clerk.
13. **Finance: To receive an Income and Expenditure report for March, April & May 2020 and to approve any payments due.** Reports deferred but **resolved** to authorize payment of May invoices.
14. **Personnel Committee:** to consider the proposed terms of reference and policy documents prepared by Cllr Shields. Cllr Shields reminded members that the Terms of Reference were agreed by resolution at the meeting of the council in March 2020. The resolution also included for the circulation of draft policy documents to all councillors prior to the next meeting. These had been circulated. As a number of councillors had not had time to study the drafts, discussion was deferred to the next meeting.
15. **Councillors reports:** Due to lack of time, councillors were unable to present reports.
16. **Agenda Part 2 - The Parish Council** to consider excluding the public from the meeting in accordance with the power granted by the Public Bodies (Admissions to meetings) Act 1960 on the grounds that confidential information is to be discussed.

Following exclusion of the public on grounds noted above, it was **resolved** to take up the offer of a former Clerk to the council to assist the council in the short term until a new Clerk can be appointed. Resolved to appoint the former Clerk as Locum Clerk/Burial Clerk and Responsible Financial Officer subject to the council providing the relevant documentation to include a contract.

17. **Next Meeting:** Date and time of next zoom meeting was agreed.



## NEWPORT PARISH COUNCIL

### Minutes of the 8.00p.m Remote Extraordinary Meeting held on Tuesday 7 July 2020

#### Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Chair), R Bate, Lamming, Pettit, and Shields

- 1. Apologies:** none
- 2. Declaration of interests:** none declared.
- 3. Minutes:** (i) approval of the minutes of the ordinary meeting held on 10 March 2020. Cllr R Bate expressed concerns re errors and omissions in the minutes. The Chair of the council noted that the number of concerns was quite extensive and requested that Cllr R Bate provide a written account of these for councillors for discussion at the next council meeting. The Chair also stated that decisions made by the council and recorded in the minutes could not be amended. The minutes remain unapproved. (ii) **resolved** to approve the minutes of the remote extraordinary meeting held on 16 June 2020 subject to the addition of (i) clarifying where necessary references to either Cllr G Bate or Cllr R Bate and (ii) reference to Cllr R Bate leaving the meeting for a short time as he was unsure of his position re declaring an interest in planning application 20/01216.  
On re-joining the meeting Cllr R Bate stated that he had in fact no pecuniary interest in the planning application as work he had carried out for the applicant had been done after planning permission had been granted by ERYC.
- 4. Public Forum:** no comments received.
- 5. Ward Councillors' reports:** none received.
- 6. Protocol for meetings held by remote networking:** **resolved** to approve the protocol for 'remote' meetings subject to the addition of the council web address, remote meeting ID/passcode and council contact details.
- 7. Clerk's report.**
  - i Mr P Coates has restocked the planters on the Main Road bridge fences.
  - ii Lodge Landscapes has removed existing plants from the central reservation planters on the Main Road bridge, straightened the two planters which were awry and will replant with low growing shrubs and flowers.
  - iii Newport News has requested relocation of the salt bin at the front of the premises as the owner needs the space. The bin is owned by Newport PC and ERYC will need to permit its removal and relocation to an identified site. Suggestions by councillors for a new location are welcome.
  - iv Newport Village Hall will re-open from 4 July for user groups other than those offering indoor fitness and sports activities. Housing, Communities and Local Government department of Government 1 July 2020. The council could hold a physical meeting in August should it wish to do so providing it remains within government guidelines.
  - v The play area can also be opened from 4 July. This is not feasible at present. Advice is being sought on what needs to be done prior to re-opening the play area as the government has not issued any guidance.
- 8. Finance:**
  - (i) **resolved:** to approve the financial statement for June 2020 and the payment of accounts.

- (ii) the locum clerk will complete the annual return for the financial year 2019/20 for submission to the external auditor by October 2020 (revised later deadline due to coronavirus).
- (iii) **resolved:** to approve Barrow Bookkeeping of Hessle as the Internal Auditor for 2019/20.

**9. To consider the following planning applications notified by ERYC:**

20/01736: Erection of single storey extensions to side and rear, extension to existing front entrance and construction of timber decking and jetty (Revised Scheme of 19/03405/PLF) at Bywater, Landing Lane, Newport, HU15 2QD. Mr P Phythian. **Resolved:** No objection.

**20/01814:** Erection of two storey extension to side at 6 Gadwall Close, Newport, HU15 2PN. Mrs R Winter. **Resolved:** No objection.

**20/01569 Strategic:** Variation of Condition 12 (Approved Plans) of planning permission 19/00371 Erection of a storage 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. Newport Buildings LLP. **Resolved:** to restate the position of Newport Parish Council detailed in previous correspondence to ERYC with an additional comment that the building is 30% larger on the revised plan.

**10. Notification of planning decisions received from ERYC:**

**20/10246** Erection of single storey extensions to side and rear and erection of a garage/carport with glazed link to the main house. The Coach House, 20 Wallingfen Lane, Newport, HU15 2RF. Mr G Holt. **Approved.**

**20/01216** Erection of single storey extension to the rear following removal of existing conservatory at 28 Southfields, Newport, HU15 2QA. Mr and Mrs Caldwell. **Approved.**

- 11. Agreement on advertisement for the appointment of a new Clerk & Responsible Financial Officer:** resolved that issues of the advertisement wording and where it should be placed (subject to a maximum initial advertising budget of £250) be referred to the Personnel Committee. Cllr Pettit agreed to be a member of the committee. Recommendations of the committee to be considered by the full council.
- 12. Agreement on use of dedicated Parish Council email address:** **Resolved** in principle to agree the use of a dedicated address using the present domain (org.uk) subject to a consideration of additional costs which would be charged by Fasthost. Cllr Pettit will investigate costs.
- 13. Personnel committee:** Members to consider the adoption of the policy documents prepared by Cllr Shields. (Deferred agenda item from remote meeting held on 16 June). **Resolved** to refer the documents to the personnel committee for scrutiny.
- 14. COVID-19 Emergency & Parish Council Role:** to consider setting up a working party to discuss Council preparations for the possible emergence of a second wave of corona virus. It was agreed not to set up a working party but to work with existing groups.
- 15. Letter of thanks: resolved** to approve sending a letter of thanks and offer of future assistance to the Gilberdyke Corona Virus Volunteer Group for assisting residents in local parishes.
- 16. Newport And Gilberdyke Youth Project:** the Chair invited councillors to comment on an email dated 17 June 2020 from the chair of Gilberdyke Parish Council and to approve a proposal to thank the Chair of that council for his observations and inform him that a decision would be made by

Newport Council in due course. The meeting was closed to hear comments from members of Gilberdyke Parish Council then re-opened. Following a lengthy discussion, the Chair stated that he would set up a meeting to discuss the Newport and Gilberdyke Youth Project (NGYP) and invite members of Gilberdyke Parish Council to participate. Councillor Pettit stated that he would be happy to attend and participate in its discussion on the NGYP at the next meeting of Gilberdyke Parish Council.

- 17. Councillors' reports for information only:** Cllr Pettit included an update on Newport Parish Council Website during discussions on minute item 12. Cllr Shields reported on a joint visit to the Main Road playground by a local company and the Clerk to discuss grounds work, the need for some equipment to be repaired and re-opening notices. He also queried the situation re trees on the Meadow Lane amenity site. Cllr R Bate commented on large overhanging branches at Fairy Glen and a tractor using the track and the number of HGV movements to and from the Gilberdyke Landfill site.
- 18. Next Meeting: Date and time of next zoom meeting:** to be confirmed.
- 19. Agenda Part 2:**
  - (i) resolved** to exclude the public from the meeting in accordance with the power granted by the Public Bodies (Admissions to meetings) Act 1960 on the grounds that confidential information was to be discussed.
  - (ii) resolved** to agree details relating to the appointment of a temporary Locum Clerk/RFO/Burial Clerk.

## NEWPORT PARISH COUNCIL

### Minutes of the 8.00p.m Remote Extraordinary Meeting held on Monday 20 July 2020

#### Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Chair), R Bate, Lamming, Pettit, and Shields

#### **Agenda part 1:**

- 1. Apologies:** none
- 2. Declaration of interests:** none declared.
- 3. Public Forum:** no comments received.

#### **Agenda Part 2:**

- 4. Resolved** to exclude the public from the meeting in accordance with the power granted by the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that confidential information would be included in the discussion.
- 5. Resolved** to approve the response of the council to the intentions detailed in a letter dated 9 July 2020 from Gilberdyke Parish Council on future arrangements relating to the Newport and Gilberdyke Youth Project. The Clerk to inform Gilberdyke Parish Council of this response.

# **August 2020 No Meeting Held**

**NEWPORT PARISH COUNCIL**  
**Minutes of the 7.30p.m Remote Meeting held on Tuesday 22 September 2020**

**Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78**

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Chair), R Bate, Lamming, Pettit, and Shields  
C Young, Locum Clerk

- 1. Apologies:** none
- 2. Declaration of interests:** none declared.
- 3. Minutes:** (i) **resolved** to approve the minutes of the remote extraordinary meeting held on 7 July 2020 and the remote extraordinary meeting held on 20 July 2020. (ii) **resolved** to approve the minutes of the ordinary meeting held on 10 March 2020.
- 4. Public Forum:** no comments received.
- 5. Ward Councillors’ reports:** none received.
- 6. Co-option to the council:** L Cressey, S Mansell and D O’Connell were invited to speak to the council on their requests to join the council. **Resolved** to co-opt all three applicants as members of the council. The Clerk will complete the formalities as soon as possible.
- 7. To consider the following planning applications received from ERYC:**

**20/02425** Erection of two storey and single storey extensions to rear at Milbourne, Landing Lane, Newport HU15 2RU. Mr S Lant. Full Planning. NB This application was received by Newport Parish Council on 13 August 2020. In the absence of a council meeting, the Clerk sought the opinion of individual council members. The consensus was to remain neutral on the application.  
**NB** Notification of approval of this application was received by The Clerk today, 22 September 2020.

**19/01695:** Conversion and extension of existing outbuilding and barn to form a detached dwelling. Land And Buildings North Of Thimblehall Farm 55 Thimblehall Lane Newport HU15 2PX.  
Mr and Mrs Bricknell. Full Planning. **Resolved:** no objection.

**20/02792:** Erection of extensions to rear and side of existing dwelling house at Newfields, Wallingfen Lane, Newport HU15 2RF.  
Mr and Mrs Gill. Full Planning. **Resolved:** no objection.

- 8. Notification of planning decisions received from ERYC:**

**20/01523** Construction of equestrian sand school for private use (retrospective application), Carrfield House, Carr Lane, Newport HU15 2QH. Mr G Wardle. **Refused.** NB This application was made in May 2020 and had not been seen by Newport Parish Council which had, therefore, been unable to comment.

## 9. Clerk's report.

- i Mr P Coates has been requested to
  - (i) replace the barrier mesh (which was put there by Newport Council to reduce the risk of young cyclists colliding with moving vehicles but has since been removed by persons unknown) at the bottom of the 'track' which runs from the top of the western embankment on the Thimblehall Lane flyover, down to Leather Dog Lane. A permanent barrier is needed but Highways England and East Riding of Yorkshire Council are currently disputing who is responsible for the land.
  - (ii) to move the salt bin from the forecourt of Newport News to the forecourt of 99 Main Road (the previous Post Office) as agreed by the new owners of that property.A number of benches need refurbishing. Mr Coates will be able to undertake this work once the grass cutting season has ended.
- ii Lodge Landscapes has removed existing plants from the central reservation planters on the Main Road bridge and replanted with low growing shrubs and flowers.
- iii Main Road playground: a fixing bolt on the crossbeam of the toddler swings has been replaced, free of charge, by Streetscape Products, supplier of the playground equipment.
- iv The timber planters on the village green in front of Main Road playground need to be replaced as they are disintegrating. Mr Coates has been requested to provide costings to create new planters using railway sleepers and the Clerk is investigating the costs of commercially available planters.
- v Tree surveys need to be carried at Meadow Lane amenity area, the cemetery and the churchyard. The Clerk has appointments with three contractors over the next two weeks for advice on what work needs to be done and quotes for the work.
- vi PKF Littlejohn has agreed an extension of the submission date for the annual Governance statement to 15 October 2020.
- vii The Gilberdyke Covid Volunteer Group is currently dormant. There are likely to be some changes to the group structure in the future.
- viii The Pensions Regulator: the clerk has completed the statutory Re-declaration of Compliance which was several months overdue.
- ix Market Weighton Canal: bank slippage, Canal Side East, north of the M62: the Clerk has requested an update from the Environment Agency (EA) on action to be taken to deal with this matter. Currently the slippage is being monitored by the EA.
- x A letter dated 9 July was received from Gilberdyke Parish Council declaring its intention to dissolve the joint council arrangements of the Newport and Gilberdyke Youth Project (NGYP). Subsequent communications between both councils ended when the conditions set by Gilberdyke Parish Council for the continuance of the NGYP as a joint arrangement, were deemed unacceptable by Newport Parish Council. The Clerk has regretfully inform Gilberdyke Parish Council that Newport Parish Council's participation in the NGYP would end on 31 July.  
Newport Parish Council intends to develop new forms of youth service provision.

## 10. Finance:

**resolved:** to approve the financial statements for July and August 2020 and payment of accounts.

- 11. **Use of dedicated Parish Council email address:** deferred to the next meeting of the council to enable further investigation into costs.
- 12. **Discussion on communication from Envirofriendly Recycling (EMEA) Ltd:** Clothing/Textile Bank Community Fund Opportunity. Following discussion of current provision of such banks in the village, it was **resolved** that no further action to place a further bank would be taken at this time.
- 13. **Discussion on dog fouling:** the Clerk advised members that the ERYC Dog Warden advisory visits will not be taking place for the foreseeable future due to Covid 19 restrictions. Local councils and other interested groups will be informed when visits are resumed.

- 14. Councillors' reports for information only:** Cllr Lamming reported that a number of streetlights on the A63 exit slip road to Common Lane and the B1230 were not operational. Cllr R Bate commented on the number of HGVs parking on Common Lane and by braking heavily recently, had avoided a collision with an oncoming vehicle which had pulled out to pass the parked HGVs. Cllr Shields commented that the council needed to develop an action plan for its future strategy.

**Agenda Part 2:**

- 15. Resolved to** exclude the public from the meeting in accordance with the power granted by the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that confidential information is to be discussed. (Agenda item 16).
- 16. Appointment of Clerk and Responsible Financial Officer:** following discussion on the report and recommendations of the Personnel Committee, an applicant was selected and will receive an offer of appointment to the position subject to the receipt of satisfactory references.
- 17. Next Remote Ordinary Meeting: 7.30pm Tuesday 20 October 2020 (provisional)**



## NEWPORT PARISH COUNCIL

### Minutes of the 7.30p.m Remote Meeting held on Tuesday 20 October 2020

#### Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Chair), R Bate, Cressey, Mansell, O’Connell, Pettit, and Shields.  
Howdenshire Ward Councillor Victoria Aitken  
C Young, Locum Clerk

1. **Apologies:** Cllr Lamming.
2. **Declaration of interests:** none declared.
3. **Minutes:** **resolved** to approve the minutes of the remote ordinary meeting held on 22 September 2020.
4. **Public Forum:** no comments received.
5. **Ward Councillors’ reports:** Cllr Aitken was not present at the meeting at the time this agenda item arose.
6. **Co-option to the council:** Mr S Elliott and Mr R Hunt were invited to speak to on their requests to join the council as co-opted members. **Resolved** to co-opt one applicant, Mr S Elliott as a member of the council. The Clerk will complete the formalities as soon as possible.

Having joined the meeting, it was resolved that Cllr Aitken should be permitted to present her report (**Agenda item 5**) at this point.

Ward Councillor Aitken gave an update on the reasons for the delay (predominantly the shortage of timber posts and the need to carry out work in the winter months) in commencement of work to stabilize the canal banks by the Environment Agency and the most immediate area of concern, the slippage of the bank on Canal Side East, north of the M62 which is to be dealt with by the Ouse and Humber Drainage Board. She also reported that (i) the railway bridge in Gilberdyke is to be replaced over the Christmas period and the associated road closure will be of a shorter than expected period of time; (ii) that complaints received by her of broken glass and drug related items in Newport play area had been passed on to the Clerk and (iii) and urged members of the council to continue to spread the message to members of the local community of the need to take all necessary precautions to prevent the spread of the Covid19 virus.

#### **Resolved to bring forward agenda item 15, Gilberdyke Landfill Site:**

The Chief Executive of the Ouse and Humber Drainage Board (OHDB) advised the Clerk that the OHDB considers that the site developer has not met the requirements of condition 11 attached to *19/30308/CONDET | Submission of details required by Conditions 11 (surface water outfall) of planning application 12/03699/STPLFE | Gilberdyke Landfill Site Development. The Drainage Board Objects. Reason for the Objection: The condition cannot yet be met as the means to secure a scheme for surface water disposal have yet to be agreed.*

The site developer planned to create a lagoon where the surface water draining from the landfill would collect. This would have required the purchase of adjacent land from the landowner who declined to sell the land. The OHDB did not and will not agree to this lagoon plan because there is no guarantee the lagoon would be effective and there are long term maintenance, sustainability and

accountability issues. It is also concerned that the impermeable layer forming part of the site capping would increase the water run-off into the lagoon. At present water is collecting at the foot of the site (spilling sometimes into adjacent fields) then discharging into the Far Drain which the OHDB considers unlawful as the site developer does not have the required Land Drainage Consent from the OHDB. The OHDB is currently working with the site developer to facilitate a free surface water discharge from the site into the OHDB maintained watercourse (Far Drain). It requires the developer to engineer the site to enable surface water discharge to lawfully run into the OHDB maintained Far Drain where it would eventually be discharged at Blacktoft. This would also entail expenditure on improvement work on the Far Drain and the discharge point at Blacktoft. The OHDB have asked the developer for a financial contribution towards these improvements. The OHDB is optimistic that this issue can be resolved through a developer agreement. Once the agreement is made and the relevant terms of the agreement met, the OHDB will issue a Land Drainage Consent at which point it will be able to advise East Riding of Yorkshire Council that Condition 11 has been met and that its objection is withdrawn.

Tipping is taking place on the top and western flank of the site as part of the capping operations. The Environment Agency (EA) states that there is no tipping of general waste at the site. The current EA permit allows for capping materials composed of compost and compost like materials (CLM) (a small amount of waste can be incorporated into the CML). The agreed composition of the CLM is monitored, meets the standards required and is certificated. The site has been visited by the EA's inspector, James Russell on a regular basis for the last 3 months (running at every 2 weeks). Each visit is logged. The Clerk is awaiting contact from James Russell to further discuss details of the capping operations.

## **7 To consider the following planning applications received from ERYC:**

**20/03116:** Erection of 2 agricultural buildings and alterations to widen of vehicular access. The Coach House, 20 Wallingfen Lane, Newport, HU15 2RF.

Mr G Holt. Full Planning. **Resolved:** no objection.

**20/03080:** Erection of a single storey office and garage/workshop building, salt barn and cycle shelter and construction of a service yard with associated car parking, landscaping and infrastructure following outline permission 17/00955/STVAR (All matters to be considered). Land North of Main Road, Newport HU15 2PR. (Green Park Business Park) Highways England. Strategic Planning. **Resolved:** no objection.

**20/03098/TPO NEWPORT NO. 1 - 1980 (REF 27)** A6, T20, T21 & T22 - Crown reduce 3 Willow trees, 1 Ash tree, 2 Sycamore trees, 3 Horse Chestnut trees and 1 Beech tree by 2 metres to keep trees safe due to winds descending onto the drive and as a winter prune to trim dead branches. Newport Grange, 63 Main Road, Newport HU15 2PR.

Mr C Worsley. **Resolved:** no objection.

## **8. Notification of planning decisions received from ERYC:**

**20/02425** Erection of two storey and single storey extensions to rear at Milbourne, Landing Lane, Newport HU15 2RU. Mr S Lant. Full Planning. **Approved.**

## **9. Clerk's report.**

- i Gilberdyke Landfill site: the Clerk reported on this issue as part of agenda item 15.
- ii The safety concerns re the unofficial 'track' which runs from the top of the western embankment on the Thimblehall Lane flyover, down to Leather Dog Lane were reported to the council at the 22 September council meeting. Highways England is arranging for a safety team to visit the location.

## 10. Finance:

### Payments Sept/Oct

P Coates: village maintenance	812.00
Salaries	948.60
Cemetery maintenance	600.00
Churchyard maintenance	510.00
HMRC: tax/NI	549.42
ERYC: repayment PAG award	1999.00
C Young: Postage	10.00
Barrow Bookkeeping: internal audit	120.00

- (i) **Resolved:** to approve the financial statement and payment of accounts for Sept-Oct  
(ii) the council received a brief report on the financial position of the council. The decision on selection of a deposit account for funds ringfenced for the purchase of cemetery land was deferred to the next meeting. The Clerk is currently looking at the budget for 2020/21 which is likely to require some re-ordering and adjustment.

11. **Use of dedicated Parish Council email address: Resolved** to transfer web hosting and email Services to Arling Systems at a cost of £40 per annum. Cllr Shields informed the council that he used the services of Arling Systems but had no pecuniary interests in that business.
12. **Youth provision: (i) Resolved** to establish a working party to investigate the issue and propose recommendations for future youth provision. The Clerk will draw up the Terms of Reference of the working party; **(ii) resolved** the primary members of the working party will be Cllrs Cressey, Mansell and O'Connell. Cllrs Pettit and Shields will assist in specific area as appropriate.
13. **Main Road Village Green and Play Area: resolved (i)** the removal of timber planters on the village green adjacent to the play area on Health and Safety grounds and **(ii) resolved** to hold a site meeting on the village green at 2.00pm, Thursday 25 October to discuss issues associated with extending the play area on to the village green to accommodate an additional item of play equipment suitable for use by disabled children.
14. **Covid 19:** a discussion took place on the implications for Newport Parish of a 'second wave' of the virus. It was agreed that the council should work with and support existing organisations. Cllr Mansell, a committee member of the Gilberdyke Covid 19 Volunteer Group, gave an account of the work of the group and how it will develop in the future.
15. **Gilberdyke Landfill Site:** moved by resolution to an earlier point in the meeting.
16. **Cemetery/churchyard: resolved** that the Locum Clerk should continue with responsibility for the administration of burial grounds affairs, initially for six months with a review after 3 months.
17. **Councillors' reports for information only:** Cllr R Bate commented on the number of HGVs visiting the Gilberdyke Landfill Site. He also expressed thanks to Gilberdyke Parish Council and its Clerk for information provided on the landfill site. Cllr Shields queried whether future agendas could be 're-ordered' to discuss future council activities items to be followed by discussion of 'reactive' council activities. Cllr G Bate commented on recent deer road casualties and queried whether deer warning signs would be appropriate.
18. **Next Meeting: Remote meeting, 7.00pm Tuesday 10 November.**

**NEWPORT PARISH COUNCIL**  
**Minutes of the 7.30p.m Remote Meeting held on Tuesday 10 November 2020**

**Coronavirus Act 2020, c.7, Part 1, Local authority meetings, Section 78**

**“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”**

**Present:** Cllrs G Bate (Chair), R Bate, Cressey, Elliott, Lamming, Mansell, O’Connell, Pettit, and Shields.

C Young, Outgoing Locum Clerk; C Thomas, Incoming Clerk.

**Procedural items**

- 1. Apologies:** None.
- 2. Declaration of interests:** none declared.
- 3. Minutes: resolved** to approve the minutes of the remote ordinary meeting held on 20 October 2020.
- 4. Public Forum:** no comments received.
- 5. Ward Councillor’s reports:** Cllr Aitken was unable to attend the meeting.
- 6. To consider applications from residents to be co-opted as members of the council:** The outgoing Clerk advised the Council that as Electoral Services at East Riding of Yorkshire Council had not been informed of the resignation of a Newport councillor in March 2020 and a second councillor in May 2020, it would not be possible to co-opt any additional councillors at this time. The legal process for publicising two Casual Vacancies must now be followed.
- 7. To discuss and approve the Terms of Reference of the Youth Provision Working Party.** Following discussion, it was **resolved** to approve the Terms of Reference.

**Business items**

- 8. To consider the following planning applications received from ERYC:**

**20/03369/STPLF** Potting of a section of Wallingfen dyke, creation of a wetland area to provide storage of surface water run-off from the site and to restrict its discharge to the local dyke network including provision of a wildlife enhancement scheme at Land West, South West and South East of Intergreen UK Limited Warehouse, Dianthus House, Common Lane, North Cave HU15 2FT.  
Newport Buildings LLP. **Resolved** to support the application.

**20/03307/PLF** Erection of two storey and single storey extension to rear (revised scheme of 20/01739/PLF) Old Butchers Shop, Main Road, Scalby, HU15 2UU.

Mr C Tate. **Resolved** to object to the application pending clarification on the point of access to the property from the cemetery road.

- 9. Finance:**

**Payments Oct/Nov**

P Coates: village maintenance	954.00
Salaries	1051.28
Cemetery maintenance	300.00

Churchyard maintenance	510.00
HMRC: tax/NI	299.80

- (i) councillors received a financial statement for October/November 2020 and **resolved** to approve payments of the accounts.
- (ii) councillors received a first update on the 2020/21 budget position of the council. The outgoing clerk advised the council that (i) the original estimated revenue expenditure included £1000 for the war memorial clock maintenance which was not required as the council had already paid for a 5-year service contract which is not due for renewal until 2024 and (ii) £11000 had been included for maintenance of the burial grounds, which was not required as maintenance costs are financed by burial fees and a contribution of £3400 towards core costs shared equally between Newport Parish Council and Gilberdyke Parish Council. The latter's contribution, (which has been voluntary since the dissolution of the previous Joint Burial Board in 2016) had been overcharged by £322 in error for the financial year 2019/20. The current year's contribution would be reduced by this amount, should Gilberdyke Parish Council decide to continue to contribute.

The council were further advised that a direct debit for the annual fee charged by the Information Commissioner's Office (ICO) had been set up in 2019 without the approval of the full Council. As the direct debit payment would routinely be taken annually by the ICO, it was **resolved** to allow the direct debit to remain in place.

It was **resolved** that sums held for the purchase of additional cemetery land be transferred from the Council's HSBC Community Account to a Nationwide deposit account.

- (iii) it was **resolved** that any councillor wishing to submit to the Clerk a suggestion for any item for inclusion in the budget for 2021/22 should do so within the next 7 days.

**10. Covid19, Gilberdyke Volunteer Group:** councillors received an update from Cllr Mansell, a member of the group's committee. During the first Covid 19 lockdown period, volunteers had provided a number of services to assist people in need, including shopping, collecting and delivering prescriptions, providing food parcels, and a telephone help number. The group is seeking to re-organise as a charity under a new name to develop a range of community-based activities e.g. reviving the Newport raft race, and a parade of floats. More volunteers were needed to assist the group.

**11. NALC Rebuilding Communities: discussion on possible councillor attendance at online event.** As the event was now fully booked, a discussion did not take place.

## **12. Clerk's report.**

- i Following the council site meeting at the village green playground on 29 October 2020 Mr Coates has been requested to remove the timber planters from the village green as soon as possible. He has also been requested to replant shrubs from the timber planters along the fence line of the electricity sub-station. Councillors will investigate the type of play equipment which will accommodate the needs of disabled children. The Clerk has made initial contact with ERYC and the Environment Agency as the landowner, re approval for extending the playground on to the village green.  
In addition, Mr Coates has been requested to reset a number of paving stones on the path outside and inside the playground entrance gate.
- ii Lodge Landscapes has been requested to supply 2 good quality Christmas trees. The trees will be erected and eventually removed by Mr Coates. He has also been requested to test the tree lights.
- iii Lighting and Signs Ltd has been requested to carry out an inspection of the outdoor electrical sockets at Meadow Lane and Canal Side East and provide the required certification to enable the Clerk to apply for the Festive Lighting permit from ERYC.
- iv Mr Coates has relocated the salt bin from the forecourt of Newport newsagent to the forecourt of Newport Computers (the old post office).
- v ERYC has been requested to erect deer warning signs on the B1230 following the recent death of

two deer.

- vi Following a communication received from the Clerk to Gilberdyke Parish Council (GPC) which indicated that the GPC were under the impression that 'joint burial arrangements' with Newport Parish Council still existed, the position has been clarified. The previous joint burial arrangements were formally ended on 31 March 2016. Newport Parish Council took over sole responsibility for the administration and management of the cemetery and closed churchyard on 1 April 2016. Documentation relating to this matter has been forwarded to the Clerk at GPC.
- vii Market Weighton Canal: bank slippage, Canal Side East, north of the M62: the Clerk has been advised that the Environment Agency (EA) has contracted the repair work to a private provider. The EA is waiting for the relevant permits but anticipate the work will take 3-4 days and will be completed by Christmas. The Clerk was further advised that repairs are also being carried out on sections of the canal wall flood defences.
- viii Holes in the metal railings outside Londis have been reported to ERYC with a request for repairs to be carried out. A request has also been made for remedial work on the Byway Open To All Traffic which runs between Canal Side West and Thimblehall Lane alongside the M62.

**13. Councillors' reports for information only:** none.

**14. Next Meeting: Remote meeting, 7.00pm Tuesday 8 December 2020.**

**Minutes of the Extraordinary Meeting of Newport Parish Council held at 7.00 pm  
at the Virtual Video Meeting on 23 November 2020**

Present: Cllr G Bate (Chair), Cllr P Pettit, Cllr R. Bate, Cllr J Lamming, Cllr G. Shields, Cllr S. Elliott,  
Cllr D. O'Connell, Cllr L. Cressey,  
Members of public present: 0

**1 To receive apologies and reasons for absence - Ref: 100**

Cllr Mansell

**2 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests. - Ref: 101**

Cllr Cressey declared an interest with HPSS.

**3 To discuss issues associated with proposals for additional festive lighting in Newport - Ref: 102**

It was resolved to provide a budget of £2500 for additional festive lighting (not including the existing two Christmas trees)

Proposed: Cllr L. Cressey Seconded: Cllr G. Bate All in favour

Meeting closed at 8.00 pm

Signature: .....

## Minutes of the Newport Parish Council held at 7.00 pm at the Virtual Video Meeting on 8 December 2020

Present: Cllr G. Bate (Chair), Cllr P. Pettit, Cllr R. Bate, Cllr L. Cressey, Cllr S. Elliott, Cllr J. Lamming,  
Cllr S. Mansell, Cllr D. O'Connell, Cllr G. Shields, C. Thomas (Clerk),  
Members of public present: 1

**1 To receive apologies and reasons for absence - Ref: 102**

No apologies received

**2 To receive declarations of interest under the Localism Act 2011 - being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members Register of Interests - Ref: 103**

None

**3 To approve draft minutes of the Parish Council Meeting held on 10th November 2020 - Ref: 104**

It was resolved to approve the minutes as a true record

Proposed: Cllr G Bate Seconded: Cllr S. Mansell All in favour

**4 To approve draft minutes of the Extraordinary Meeting of the Parish Council held on 23rd November 2020 - Ref: 105**

It was resolved to approve the minutes as a true record.

Proposed: Cllr J Lamming Seconded: Cllr R. Bate All in favour

**5 Finance Report - Ref: 106**

**a) Financial report for period ending 30/11/20 - Ref: 107**

The Clerk briefly explained the new accounting statement format. He did not seek approval as there was some small discrepancies between the figures from the outgoing Clerk which need to be resolved.

**b) To approve Schedule of payments - Ref: 108**

It was resolved to approve the Schedule of Payments totalling £5751.46

Proposed: Cllr S. Mansell Seconded: Cllr J Lamming All in favour

**b) Budget Planning for 2021/22 - Ref: 109**

The Clerk suggested setting up a Zoom meeting prior to the January meeting to approve the budget and set the precept. The deadline for the precept is 15th January 2021.

**6 To receive any reports from external organisations - Ref: 110**

**a) Reports by Humberside Police - Ref: 111**

An Anti Social Behaviour report had been received and circulated to Councillors.

**b) Reports by Unitary Councillors to include updates on items raised at the last meeting - Ref: 112**

No unitary councillors were present.

**7 Parish Matters - To receive any report or consider any appropriate action - Ref: 113**

**a) Councillor Casual Vacancy - Ref: 114**

Casual vacancy was now available for co-option.

**b) Notice Boards - Ref: 115**

It was suggested to site new notice boards at the east end of the village and near the village hall together with refurbishing the existing notice boards.

The Clerk will obtain prices for notice boards.

**c) Social Media - Ref: 116**

It was resolved to establish a social media presence with The Clerk and Cllr Pettit as administrators. The Social Media policy will be revised and presented to the next meeting.

**d) Devolution of Hull and East Riding (JL) - Ref: 117**

Cllr Lamming discussed the devolution of Hull and East Riding.



**e) Committees : Open Spaces / Planning / Personnel / Paths & Tracks / Recreational - Ref: 118**

It was felt that ideas were needed towards a vision before specific working parties and committees be established.

Councillors were asked to submit ideas to the Clerk for discussion at a future meeting.

**Planning**

It was felt that no planning committee was necessary at this stage. When planning applications were received and a response was required prior to a formal meeting the Clerk confirmed that he would circulate all information to Councillors. If no response was received within a stipulated time it would be assumed no objections were raised. Where objections were received an extraordinary meeting would be called.

It was resolved that the Clerk is authorised to respond to the statutory authority on behalf of the Parish Council where no objections are raised.

Proposer: Cllr Shields    Second: Cllr Lamming    All in favour

**f) Discussion of draft Co-Option Policy - Ref: 119**

A draft policy had been circulated today which hadn't given enough time for all Councillors to consider.

It was suggested that all Councillors provide the Clerk with any observations and it would be further discussed at the next meeting.

**g) Xmas newsletter update - Ref: 120**

Cllr Bate confirmed that the newsletter was currently being distributed.

**h) Review Tracking Report - Ref: 122**

The Clerk introduced the new tracking report which all Councillors were in favour of.

**8 Clerk's Report - Ref: 123**

**a) Correspondence Received - Ref: 124**

**i) Anti Social Behaviour report - Ref: 125**

This report had been circulated

**ii) Local Access Forum Report - Ref: 126**

This report had been circulated

**9 Planning applications and decisions received - Ref: 127**

None received

**10 Councillors reports for information only - Ref: 129**

Cllr Lamming expressed concern that the slipped canal embankment just north of the motorway bridge (east side) had not yet been repaired. Clerk would take up with Environment Agency.

Cllr Cressey expressed thanks for the festive lights effort which has resulted in very positive responses from local residents. She briefed councillors on the Youth provision project.

Cllr Pettit referred to a recent accident on the B1230 and suggested if The Clerk could contact PC Goodwin in the Road Safety to see if he could offer any advice.

Cllr O'Connell commented again on the many positive comments she had received in respect of the festive lights.

**11 Next meeting will be Tuesday 12th January 2021 at 7 pm**

**Items for the agenda by Tuesday 5th January 2021 - Ref: 130**

All items for the agenda by 5th January 2021

Meeting closed at 9.00 pm

Signature: .....