

**Newport Parish Council Meeting**

**Date & Time:** Tuesday 13<sup>th</sup> July 2021 at 7pm

**Venue:** Newport Primary School

**Present:** Cllr S Mansell – Chairman (SM), Cllr P Pettit – Vice Chairman (PP), Cllr S Elliott (SE), Cllr J Lamming (JL), Cllr D O’Connell (DO), Helen Robinson (HR), A Cllr L Cressey (LC), A Barker – Clerk (AB), C Young – Burial Clerk (CY) - Part.

**Absent:** Cllr R Bate (RB), Cllr J Preston (JP)

**Members of the Public Present:** N/A

Public Forum	The Public Forum commenced at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes.	Action
	No members of the public attended the meeting	
2021/07/01	To note apologies for absence Cllr G Shields (GS) Cllr G Bate (GB),	
2021/07/02	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.  Pecuniary: None Non-Pecuniary: JL – Meadow Lane trees.	
2021/07/03	To approve draft minutes of the Parish Council Meetings held on 8 <sup>th</sup> June and 24 <sup>th</sup> June 2021	
	Parish Council Meeting 8 <sup>th</sup> June Proposed: HR Seconded: LC Parish Council Meeting 24 <sup>th</sup> June. Cllrs resolved that minute 2021/06/05 should be updated to reflect the transfer of monies from the Fixed Rate Money Market Account to the HSBC Money Manager Account to read: Review of the Annual Accounting Statement including supporting documentation completed and approved. Discussion completed with regards to the recording of the maturing savings account in sections 3 (transfer receipt) and 6 (transfer payment). Cllrs accept the figures as recorded. Proposed: JL Seconded: LC Outcome: All Councillors in attendance at the meeting voted to approve the minutes. SM signed and dated each page of the minutes of the 8 <sup>th</sup> June Parish Council meeting and will sign the updated minutes of the 24 <sup>th</sup> June Parish Council meeting to confirm them as a true record of the meeting.	SM
2021/07/04	Matters arising from the previous meeting.	
	<ul style="list-style-type: none"> <li>▪ Highways / Paths – ERYC road repairs for Canal Side East and West, Thimblehall Lane and Meadow Lane. Information to be added to the Village Noticeboards and Website with regards to reporting issues to ERYC. ERYC confirmed on 23.06.21 that any concerns with regards to the roads should be reported directly via the link below rather than on behalf of the Council. This will ensure that the issue is reported to the correct department, investigated fully and work planned / completed. The council will also be able to record the details of individual complaints. <a href="https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/">https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/</a></li> <li>▪ Summary provided to Cllrs 12.07.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed.</li> </ul>	AB/PP
2021/07/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>▪ Market Weighton Canal Trail – Update provided by AB with regards to the progress of the project.</li> <li>▪ Gilberdyke Parish Council - outstanding finances in relation to the Newport and Gilberdyke Youth project and the Joint Burial Fees. SM provided an update re the</li> </ul>	SM



	<p>actions taken to date. Cllrs agreed that a working party should constructively seek to resolve the issue. Proposal that the working party should consist of Ward Cllr Aitken, a representative from ERYC, Chair of Newport and Gilberdyke Parish Councils along with an additional representative from each Council.</p> <ul style="list-style-type: none"> <li>▪ Proposed: SM Seconded: HR Outcome: All Councillors voted in favour</li> <li>▪ Funding of School Uniforms Project – Information provided with regards to the funding available via ERYC. DO confirmed that Newport Primary School helps, when possible, along with the Friends of Newport School group. <a href="#">School Clothing Grant Application - East Riding of Yorkshire Council - Home - Section 1 - Self (achieveservice.com)</a></li> <li>▪ Outdoor areas including the green areas and footpaths around the village and the little park extension – Summary document providing key information circulated to Cllrs on 12.07.21. Update to be requested with regards to the extension to the small park from the Environment Agency / ERYC. Further information to be requested with regards to extending the lease. 3 additional items of play equipment planned to be installed. Richard Laverack (Environment Agency) to be contacted. DO and GB to report back to the next council meeting.</li> <li>▪ Skate Park change of use – Summary document providing key information circulated to Cllrs on 12.07.21. LC is meeting with a consultant on 14.07.21 to discuss the design and change of use. Consultation to take place with the Newport Youth Project as to the available space and what is required. Youth Party working group to report back to the council prior to committing the Parish Council. See Agenda item 2021/07/10.</li> <li>▪ Tree Planting – Locations and application – Summary document providing key information circulated to Cllrs on 12.07.21. Outdoor areas working group to consider the locations for additional trees and report back to the Parish Council. See Agenda item 2021/07/10.</li> </ul>	<p>DO/GB</p> <p>AB</p> <p>LC/DO /SM</p>
2021/07/06	To consider planning applications received and note planning decisions	
	<p>Update provided to Cllrs on 12.07.21.</p> <p>Planning Applications to consider at this meeting: -</p> <ul style="list-style-type: none"> <li>▪ 21/02080/STREM Erection of an industrial building with PV panels (consisting of 3 units), covered bin store and storage compound and refuse store, erection of 2.4m high palisade perimeter fencing and associated parking, service yards and landscaping following Outline Permission 14/01990/STOUT and 17/00955/STVAR (all matters to be considered) Land North of Main Road. Horncastle Group Plc Strategic - Reserved Matters NPC to confirm – All Cllrs in attendance at the meeting confirmed they have no objections to the application. AB to complete the consultee comments to reflect.</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> <li>▪ 21/01613/STREM Erection of a two-storey office building with integral storage warehouse and covered external plant store with associated parking, service yards and landscaping following Outline Permission 14/01990/STOUT and 17/00955/STVAR (all matters to be considered) Location: Land North of Main Road Newport Applicant: Ouse and Humber Drainage Board Application type: Strategic - Reserved Matters. Approved by NPC 08.06.21. ERYC Approved 02.07.21</li> <li>▪ 20/04176/PLF Construction of equestrian sand school for private use (retrospective application) (resubmission of 20/01523/PLF) at Carrfield House Carr Lane for Mr &amp; Mr Wardle Western Area Planning Sub Committee on 8 June 2021. ERYC Refused 10.06.21</li> <li>▪ 21/00481/VAR Variation of Condition 4 (approved plans) of planning permission 15/03725/VAR - Erection of a replacement dwelling - Amended scheme to provide for additional accommodation in the roof space at Site of Mafeking View</li> </ul>	<p>AB</p>



	<p>6 Wallingfen Lane for Mr &amp; Mrs Steve &amp; Caroline Bramley Palmer Western Area Planning Sub Committee on 29 June 2021. ERYC Approved 01.07.21</p> <ul style="list-style-type: none"> <li>▪ 21/01004/PLF Erection of two storey extension to side. 41 Meadow Lane Mr Tim Ralph ERYC Approved 30.06.21</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting: -</p> <ul style="list-style-type: none"> <li>▪ 21/01669/PLF Erection of a single storey extension following removal of existing conservatory, application of timber cladding to gables, installation of two roof lights to the front and internal alterations, erection of a detached garage, a covered pergola, boundary wall and gate - 4 Turks Head Gardens. James and Stephanie Forman and Openshaw. Approved by NPC 08.06.21 ERYC – Pending.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> <li>▪ 21/01852/PLF Erection of a two storey and first floor extension to the side including an application of render Old Greenwood Landing Lane Newport (Jane Elliott) NPC Approved 28.06.21 ERYC – Pending.</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	
2021/07/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> <li>▪ ERNLLCA Clerk Chat (AB) – 06.07.21 Completed.</li> <li>▪ ERYC planning event (AB) – 24.06.21 Completed.</li> <li>▪ Scribe Accounts training (AB) <ul style="list-style-type: none"> <li>➢ Kick Off Call - Initial Set Up 29.06.21 Completed.</li> <li>➢ Reserves and Budgeting 14.07.21</li> <li>➢ Data Entry and Bank Reconciliation 14.07.21</li> <li>➢ VAT and Reports 22.07.21</li> </ul> </li> <li>▪ ERNLLCA Good Councillor Training events will be available in September.</li> </ul>	
2021/07/08	Newport July newsletter	
	<ul style="list-style-type: none"> <li>▪ LC is co-ordinating the information to be included in the newsletter.</li> <li>▪ The deadline for contributions to the Newsletter is Friday 16<sup>th</sup> July.</li> <li>▪ 3 advertisers have been secured contributing £30 each.</li> <li>▪ LC confirmed the anticipated net cost will be circa £130. 3 quotations to be provided prior to a contract for printing being agreed.</li> <li>▪ Cllrs resolved to delegate authority to SM / AB to review the contract terms for printing / production and authorise payment from Parish Council reserves to a maximum of £200.</li> </ul> <p>Proposed: JL Seconded: HR Outcome: All Councillors voted in favour</p>	
2021/07/09	Clerks Report including action points from the last meeting / PC Back Up and use of Parish Council E Mails.	
	<p>Update provided with regards to the activities undertaken since appointment on 01.06.21. Significant work completed with regards to the Scribe records / Review of historical records and E mails / Audit submitted and published / Policy and Procedure update / Home Working Risk assessment / Noticeboards and website. Parish Council records are now being updated on a regular basis.</p> <ul style="list-style-type: none"> <li>▪ Email etiquette – Cllrs requested not to ‘Reply All’ when acknowledging communications. Cllrs GB, RB, SE and DO need to use the Parish Cllr Email.</li> <li>▪ Village Hall Noticeboard – Cllrs agreed to work with Steve Clarke (Village Hall) and Paul Nicholson to instal the noticeboard on posts. Budget of up to £150 agreed to instal. Cllr LC to co-ordinate the work on behalf of the Parish Council.</li> </ul> <p>Proposed: DO Seconded: SE Outcome: All Councillors voted in favour</p>	LC
2021/07/10	Working Parties	
	<p>The role of the working groups is to support the Parish Council in researching and developing specific projects on behalf of the Parish Council including engaging residents. The working groups will make recommendations to the full Parish Council for approval prior to agreeing a course of action or committing the Parish Council to any expenditure. Summary document providing key information circulated to Cllrs on 12.07.21.</p>	

Signed as a True and Accurate Record by the Chairman ..... Date .....



	<ul style="list-style-type: none"> <li>▪ Gilberdyke Parish Council Finance working group – See Agenda Item 2021/07/05</li> <li>▪ Youth Party working group – LC, DO, SM</li> <li>▪ Outdoor areas working party – LC, DO, PP, SE, HR, JL</li> <li>▪ Events working party (To include planning for the Christmas Lights and Queens Platinum Jubilee) – LC, DO, HR</li> </ul> <p>Proposed: SE Seconded: PP Outcome: All Councillors voted in favour</p>	
2021/07/11	Correspondence received for action and to note	
	<ul style="list-style-type: none"> <li>▪ Trees to the rear of houses on Meadow Lane and Teal Road. AB provided an update with regards to the research completed. Quotations to be requested from 3 Arboriculture Consultants. JL to co-ordinate the work on behalf of the Parish Council and report back to the September meeting.</li> <li>▪ Market Weighton Canal Magnet fishing. Summary document providing key information circulated to Cllrs 12.07.21. Information to be added to the noticeboard /website with regards to Magnet fishing in the canal.</li> <li>▪ ERNLLCA Newsletter 24.06.21</li> <li>▪ ERYC Draft Local Plan update information now posted on the noticeboard.</li> </ul>	JL/AB  AB
2021/07/12	Burials / Cemetery	
	<ul style="list-style-type: none"> <li>▪ Burial Clerk Report including burials and the closed church yard.</li> <li>▪ Contribution from Gilberdyke Parish Council and terms</li> <li>▪ Churchyard access road update</li> <li>▪ Churchyard inspection report, safety works, and tenders received</li> </ul>	
	<p>CY joined the meeting at 8.15 pm to provide the Burial Clerk update (15 mins)</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Financial update provided and included in the Parish Council accounts.</li> <li>▪ Contribution from Gilberdyke Parish Council of £1700 requested on 03.06.21 (Last chased 12.07.21).</li> <li>▪ Burial clerk E Mail information provided to CY 13.07.21.</li> <li>▪ Warning notice placed on a headstone where flowers have been removed. Police informed. Daily visits being undertaken by CY.</li> <li>▪ P Coates to be requested to remove the overhanging branches in the churchyard.</li> <li>▪ CY to prepare a letter to the owners of the trees on the cemetery access road requesting they are cut as they are damaging cars.</li> <li>▪ Extension to the cemetery. Contact to be made with the current owner following the September meeting for the required tests to be conducted on the land prior to the purchase of the land.</li> <li>▪ Churchyard Inspection Report update provided by SM and CY. Quotations requested from Rotherham's, JW Myers, Everingham's and S&amp;P Memorials. Cllrs expressed a preference to engage a local company, if possible, with S&amp;P Memorials the preferred contractor (Subject to a competitive and detailed quotation being provided). Should it not be possible to obtain a third quotation this week Cllrs agreed that the contract should be awarded to the preferred contractor from the two quotations received. CY confirmed that there must be absolute clarity with regards to the works required and will draw up a contract for the works. Cllrs resolved to delegate authority to SM and AB approve the contract and place the order for the work prior to the next meeting due to the urgency of the work. Proposed: LC Seconded: JL Outcome: All Councillors voted in favour</li> <li>▪ The Role of the Burial Committee to be reviewed at the September meeting (PP/GB/DO). Additional maintenance including the fence and gate to be considered.</li> </ul>	CY CY/AB  SM/CY  SM/CY  AB
2021/07/13	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>▪ Financial report for period ending 30<sup>th</sup> June 2021.</li> <li>▪ Scribe Accounting system update</li> <li>▪ To approve schedule of payments including Insurance</li> <li>▪ Management of Deposit Accounts</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Financial report for June 2021 including HSBC CSV forwarded to Cllrs 12.07.21.</li> </ul>	AB/SM

Signed as a True and Accurate Record by the Chairman ..... Date .....



	<ul style="list-style-type: none"> <li>▪ Detailed Financial information for the period 01.04.21 to 30.06.21 forwarded to SM for review and sign off 12.07.21.</li> <li>▪ To approve schedule of payments for June 2021– See appendix 1.</li> </ul> <p>Items of proposed expenditure for approval</p> <ul style="list-style-type: none"> <li>▪ Village Hall Noticeboard – Potential installation cost £150 TBC (Paul Nicholson)</li> <li>▪ Insurance renewal £1204.17</li> </ul> <p>CLLrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: DO Seconded: JL Outcome: All Councillors voted in favour</p> <p>Annual Insurance Review Completed in conjunction with Came and Co. Quotations received: Hiscox Annual agreement - £1204.17 / Long term agreement £1146.46. Pen Annual agreement £1342.37. Quotation also requested from Zurich – Annual premium quote £1,193.21 / Long term agreement £1089.33. Comparison made of the insured risks and cover as they are not identical, including the excess payable. (Came and Co £250 v £100 Zurich). Zurich would require further information with regards to the claims history prior to confirming the final quotation. CLLrs resolved that the insurance cover should be renewed via Came and Co with Hiscox under an Annual agreement at a cost of £1204.17 due to the service received and the current cover being appropriate for the council’s needs. Proposed: PP Seconded: DO Outcome: All Councillors voted in favour</p> <p>Annual Governance and Accountability Return 2020/21 submitted to PKF Littlejohn 25.06.21. Period of Public Rights set as 28.06.21 to 06.08.21.</p> <p>Management of Deposit Accounts. Information provided 12.07.21 with regards to Business Savings account options including those available from Nationwide, Aldermore Bank and Shawbrook Bank. CLLrs confirmed a preference to deposit the monies with a reputable high street organisation with a preference for Nationwide Building Society. The current rate of interest available in the preferred 95-day saver account is 0.3%. This is a lower rate of return than the rates currently available with Shawbrook and Aldermore. CLLrs resolved that an application be prepared to transfer the monies currently held in the HSBC Money Manager Account to a Nationwide 95-day saver account. Proposed: JL Seconded: PP Outcome: All Councillors voted in favour</p>	AB
2021/07/14	<p>Policies and Procedures</p> <ul style="list-style-type: none"> <li>▪ Social Media policy</li> <li>▪ Standing orders update to include the process for responding to planning applications.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Information sent to CLLrs on 08.07.21 with regards to the proposed Social Media policy and updated Standing Orders including the process for responding to planning applications. Model Standing Orders updated to make them non-gender specific (e.g. his and he replaced by they, their)</li> <li>▪ Proposed: PP Seconded: HR Outcome: All Councillors voted in favour. AB to add the approved documents to the website</li> </ul>	AB
2021/07/155	<p>Any items of a confidential nature to be discussed</p> <ul style="list-style-type: none"> <li>▪ None</li> </ul>	
	<p>Date of Newport Parish Council Meeting: Tues 14<sup>th</sup> September 2021– Newport Primary School – Hall Entrance at 7pm</p>	
	<p>Meeting closed at 8.41pm</p>	



## Appendix 1 - Finance – Receipts and payments June 2021

## Community Account

31-May-21	Opening balance - £76,073.59			
<b>Payments made preauthorised</b>				
<b>Date</b>	<b>Description</b>		<b>Payments</b>	<b>Receipts</b>
10.06.21	P NICHOLSON - Noticeboard Repairs		£176.50	
10.06.21	Hampshire Flag Company - 2 Replacement Flags		£382.55	
15.06.21	Laptop External Hard Drive / Mouse		£48.98	
23.06.21	Glasdon - Salt Bin INV SI817786		£225.80	
25.06.21	Starboard Systems Limited (Scribe)		£582.00	
25.06.21	P Pettit – MS Office		£79.99	
25.06.21	P Pettit - Zoom Subscription		£146.78	
30.06.21	NPC Clerk Business Line - Giff Gaff		£6	
<b>Payments made to be retrospectively authorised</b>				
05.06.21	PW COATES INV202		£280	
05.06.21	PW COATES INV203-206			
	Roads S137 INV 206	£378.00		
	Brickyard INV 203	£132.00		
	Grounds Inv 205	£40.00		
	Grass INV 204	£336.00	£886	
05.06.21	S GODDARD - Bus Shelter Cleaning		£96	
30.06.21	A SEFTON - Cemetery		£600	
30.06.21	Staff Salaries - June		£574.88	
30.06.21	HMRC - Staff Tax - June		£143.60	
<b>Receipts to be noted</b>				
07.06.21	SP Memorials - Benson & Kavanagh			£265
10.06.21	HMRC VTR - VAT Refund 01.04.18 to 31.03.20			£3,714.04
12.06.21	SP Memorials - Duguid Stone			£155
14.06.21	Linda Berriman			£135
16.06.21	Ruth Gardham			£380
	<b>Total</b>		<b>£4,229.08</b>	<b>£4,649.04</b>
30-Jun-21	Closing balance - £76,493.55			

Money Manager account	Balance 31 May 21			£43,858.38
	Interest	29.06.21		£1.09
	Balance 30-June-21			<b>£43,859.47</b>
Ring fenced sums	Land purchase		£40,560.11	
	Cemetery a/c balance		£26,793.26	
				<b>£67,353.37</b>

Signed as a True and Accurate Record by the Chairman ..... Date .....