

Newport Parish Council Meeting

Date & Time: Tuesday 14th December 2021 at 7pm

Venue: Newport Village Hall – Small Hall

Present: Cllr S Mansell – Chairman (SM), Cllr S Elliott (SE), Cllr J Preston (JP), Cllr G Bate (GB), Cllr L Cressey (LC), Cllr J Lamming (JL), A Barker – Clerk (AB), C Young – Burial Clerk (CY) (For agenda item 2021/12/13 only)

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
	N/A	
2021/12/01	To note apologies for absence	
	Cllr D O’Connell (DO), Cllr P Pettit (PP), Cllr G Shields (GS), Helen Robinson (HR), Cllr R Bate (RB),	
2021/12/02	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: None	
2021/12/03	To approve draft minutes of the Parish Council Meeting held on 9 th November 2021	
	Proposed: GB Seconded: JP Outcome: All Councillors in attendance at the meeting voted to approve the minutes. JL and LC abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2021/12/04	Matters arising from the previous meeting	
	Summary provided to Cllrs 06.12.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed. <ul style="list-style-type: none">▪ Blackthorn Close Amenity area – Contract awarded to Wold Trees 18.11.21 with the work to take place in early Jan 2022.	
2021/12/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none">- Newport and Gilberdyke Youth project finance. AB provided an update at the Finance Working Group meeting on 30.11.21 following a further discussion with Jake Wilde (RFO – Gilberdyke PC). Further information and the invoice for payment of the outstanding balance sent 02.12.21, for consideration by Gilberdyke Parish Council on 13.12.21. Details forwarded to Cllrs 06.12.21.- Market Weighton Canal Trail. Information added to the Parish Council website 29.11.21. Further update provided 13.12.21 via email.- Newport New Generation / Community Interest Company – The application has been resubmitted.	
2021/12/06	To consider planning applications received and note planning decisions.	
	Update provided to Cllrs on 06.12.21. Planning Applications to consider at this meeting: - N/A Planning decisions confirmed by ERYC since the last meeting: - <ul style="list-style-type: none">▪ 21/03003/PLF Erection of part two storey, part single storey extension to side. 26 Southfields Newport (Goulard) NPC Approved 30.09.21 and ERYC 13.11.21 Awaiting ERYC decision on applications commented on at or prior to the last meeting:	

	<ul style="list-style-type: none"> 21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending. 21/02140/STPLF Dianthus House Common Lane North Cave – NPC Approved 02.09.21 ERYC – Pending. 21/03710/OUT OUTLINE - Erection of a dwelling. Land North West Of 36 Canal Side East (Robinson) – NPC Approved 11.11.21 ERYC – Pending. 21/03705/OUT OUTLINE - Erection of two dwellings (all matters reserved) Ambria 36 Canal Side East (Ward) – NPC Approved 11.11.21 ERYC – Pending. 21/03712/OUT OUTLINE - Erection of a dwelling (all matters reserved) 41 Canal Side East (Duckworth) – NPC Approved 11.11.21 ERYC – Pending. 21/04025/PLF Alteration of existing flat roof to a gable end roof with four roof lights 7 Thimblehall Lane (Rainforth) – NPC Approved 11.11.21 ERYC – Pending. <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> 21/04263/PLF Erection of single storey extension to side of dwelling and erection of extension to rear of existing detached garage and conversion to garden room 12 Teal Road (Harris) – NPC Approved 03.12.21 ERYC – Pending. <p>Other Planning Matters</p> <ul style="list-style-type: none"> N/A 	
2021/12/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> AB support for new Cllrs (14.12.21). SM and JP. Budgeting / Reserves / Council Tax Precept. Further update to be completed at the Jan meeting. Scribe – Budgeting and Forecasting (AB) 30.11.21 (Free) Scribe – GDPR 14.12.21 – AB (Free) <p>Training and events booked and approved</p> <ul style="list-style-type: none"> Good Cllr Part 1 and 2 (ERNLLCA) 05.01.22 and 06.01.22 – HR Scribe - How to conquer PC accounting 15.11.21 AB (Free) / Mastering Year End 09.02.21 – AB (Free) <p>Training and events currently available.</p> <ul style="list-style-type: none"> Scribe – Various courses available. ERNLLCA – Various courses available (See ERNLLCA Newsletter) 	
2021/12/08	Newport Newsletter – content and finance approval	
	<ul style="list-style-type: none"> Discussion completed with regards to the frequency of the Newsletter. Cllrs resolved three editions per annum should be produced (Jan / Feb, Mid-Year and Christmas) Budget net of advertisement revenue of £200 agreed for each Newsletter. Post haste confirmed to produce one thousand leaflets for future editions. Autumn Newsletter – 1 sponsor payment outstanding <p>Proposed: JL Seconded: GB Outcome: All Cllrs present voted in favour of the proposed budget and schedule.</p>	LC
2021/12/09	Clerks Report including action points from the last meeting.	
	Update provided with regards to the key activities undertaken and action points completed since 9 th November 21 on 06.12.21.	
2021/12/10	Committee and Working Party Update	
	<ul style="list-style-type: none"> Finance Working Party update – Minutes of the meeting provided to all Cllrs 06.12.21 detailing the Budget update for 2021/22 and Precept proposal for 2022/23 along with the Appointment of Internal Auditor. Outdoor areas working party update. Quotation's summary provided 06.12.21 for the work to be completed at the Kid Zone play area. Work Schedule - Remove and disposal of existing safamat surfacing beneath 	

	<p>Basket Swing and Toddler Swing frames, level and seed the areas where required, supply and lay new safamat surfacing total of 39m2. Tighten swing beam fixings where required. Preferred provider confirmed. AB requested to confirm the anticipated lifespan and guarantee period for the safamat surface versus the soft tar solution. Research completed with regards to the National Lottery Awards for all Grant scheme and the FCC Communities Foundation awards grants to community projects from funds donated by FCC Environment through the Landfill Communities Fund. Discussion completed with regards to replacing the wooden frames with metal. No grant applications to be submitted as this could have an impact on the wider proposed projects.</p> <ul style="list-style-type: none"> ▪ Further update requested from the Environment Agency on 06.12.21 with regards to the Market Weighton Canal Fishing Rights and extension to the small play park. ▪ PP requested via email that the Outdoor Areas working party consider the Newport Parish Rights of way. Information received from ERYC 14.12.21 with regards to the Rights of Way Improvement Plan to be forwarded to PP / GB to consider and provide an update to Cllrs at the January meeting. ▪ Events working party update. Cables, Scaffolding and Lights purchased rather than renting lights for the lights over the bridge following a tendering process. LC provided indicative information on 08.10.21 with regards to the companies to be approached for quotations. Final details of the quotations and final invoices to be forwarded to AB. ▪ Key Projects for the Newport Parish in 2022/23 to be considered by the Events Working Party who will meet prior to the January Council meeting and circulate a proposal to Cllrs. Items to be considered include the Platinum Jubilee (Including the application for the ERYC Community Fund grant of £500 available), Christmas plans and expenditure 2022, Youth provision and Remembrance/ Poppies. 	<p>AB</p> <p>PP/GB</p> <p>LC</p> <p>Events Working Party</p>
2021/12/11	Policies and Procedures for approval and adoption	
	<ul style="list-style-type: none"> ▪ Emergency Plan – Information provided to Cllrs 10.11.21 and 10.12.21. Discussion completed and updates agreed. SM to document the agreed updated plan for publication on the Newport Parish and ERYC websites. ▪ Equality Policy - Approved with no amendments ▪ Freedom of Information - Approved with no amendments ▪ Press and Media Policy - Approved with no amendments <p>Proposed: GB Seconded: JL Outcome: All Cllrs present voted in favour of adopting the proposed policies. AB to upload the documents to the website.</p>	<p>SM</p> <p>AB</p>
2021/12/12	Cllr updates and correspondence received for action and to note.	
	<p>The following correspondence previously distributed to note: -</p> <ul style="list-style-type: none"> ▪ Humberside Police November and December Update ▪ Canal Side East - damage caused by ERYC refuse wagons. AB to contact J McGivern (ERYC) to request reparatory works to be completed. ▪ Newport Landfill site - appraisal of traffic movements over last 24 months. Information to be requested with regards to the number of traffic movements over the last 4 months. Update from Allium Group provided. ▪ NHS newsletter November. ▪ Defibrillator access and information. JL requested to provide further information with regards to the Guardian for publication on the website and inclusion in the Emergency Plan. 	<p>AB</p> <p>AB</p> <p>JL</p>

	<ul style="list-style-type: none"> Annual Great British Spring Clean 25th March to 10th April 2022 – Consideration to given to supporting this national campaign. East Riding of Yorkshire Council's Overview and Scrutiny committees are keen to hear from town and parish councils who would like to suggest a topic for scrutiny as part of the 2022/23 municipal year. Topics must be of a strategic nature that affect the East Riding as a whole. To Cllrs 26.11.21. LC to prepare information with regards to the ownership of key National Health Service providers for scrutiny. 	Events Working Party LC
2021/12/13	Burials / Cemetery	
	<ul style="list-style-type: none"> Burial Clerk Report Land purchase for the required extension to the Cemetery Burial Clerk role and contract 	
	<ul style="list-style-type: none"> Update provided by CY including a grave being dug in the wrong place and remedy due to the Funeral Directors error (No cost to the Parish Council), along with the request for three members of one family to be placed in the same burial plot. Discussion completed with regards to future expenditure for memorial restoration. CY confirmed that all recent works are guaranteed for 10 years and now has the records and the details of ownership for most of the memorials (barring the early 80's memorials). The Parish Council should not incur such high cost in the future. CY provided an update with regards to the current scale of charges and the need to review the charges in the future. No changes planned at this time. <p>Proposed: LC Seconded: GB Outcome: All Cllrs present voted in favour of allowing the three family members ashes to be placed in one burial plot.</p> <ul style="list-style-type: none"> Burial Clerk financial information included in the Parish Council accounts. Desecration of a grave. General notice warning of the implications of desecrating a grave added to the noticeboard 30.11.21. Contact made with Humberside Police who provided an update with regards to the outcome of the case. Information shared with Cllrs 19.11.21. Letter of sympathy sent to the victim on behalf of the Parish Council. Cllrs resolved that CY / SM should meet prior to the January meeting and prepare a proposal in respect of the terms of the contract for the Burial Clerk role including allowances and flexible hours of work. The two filing cabinets to be removed. Land purchase for the required extension to the Cemetery. AB has written to the landowner outlining the scope and scale of the testing to be completed on 14.11.21. Response outstanding. Closed Churchyard Path – quotations obtained for the works to be completed. Twelve tender requests sent. Three responded – not willing to quote. Four no response. CC Macadam have provided the preferred tender and will be requested to complete the work. Testimonial obtained. Proposed: LC Seconded: GB Outcome: All Cllrs present voted in favour of awarding the contract to CC Macadam Meetings completed with A Sefton (11.11.21) and P Coates (08.12.21) to agree the contracts for works in the Closed Churchyard and Cemetery. A Sefton has had to remove some fence panels that have blown down across the cemetery access road. AB to investigate the crack in the surface of the Cemetery Access Road. AB to agree the required actions. 	CY/SM AB AB
2021/12/14	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> Financial report for periods ending 30th November 2021. 	

	<ul style="list-style-type: none"> ▪ To approve schedule of payments and maintenance contracts for the Play area and St Stephens Church path. ▪ Nationwide Deposit Account ▪ HSBC Account Management including Signing Mandate ▪ NGYP Finance Update 	
	<ul style="list-style-type: none"> - Financial report for November 2021 including HSBC CSV forwarded to Cllrs 02.12.21 - SM review and sign off complete 14.12.21 - JP agreed to complete a review of the November accounts. - To approve schedule of payments for November 2021 and payments requiring preauthorisation for payment – See appendix 1. <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: SE Seconded: JL Outcome: All Councillors voted in favour</p> <p>Additional payment to the Clerk for works completed in November to support the Burial Clerk role. November – Contractual hrs – 52. A total of 67hrs completed including 10.5 hrs supporting the burial clerk role / burial grounds maintenance and repair and 12 hrs holiday pay. Cllrs agreed the payment of 15 hrs additional with the clerks December pay. Proposed: GB Seconded: JP Outcome: All Cllrs present voted in favour of the Clerk additional payment</p> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> ▪ Nationwide Building Society. Account now open. Transfer of monies ongoing - £3,000 per transaction (£23,325 currently transferred) as the temporary increase in the daily limit has not been confirmed. ▪ HSBC Account Management. Cllrs previously resolved to update the signing mandate. Cllrs resolved that CY (Category 1A) and RB (Category 2B) be retained on the mandate with AB (category 1A) and SM, JP, GS, and GB (Category 2B) added as signatories. Due to issues with changing the Primary account holder, CY requested that CY, RB, and AB are included on the updated mandate until the change is made. Updated submission completed 02.11.21, Chased at HSBC York 03.12.21 and further mandate finalised 14.12.21 <p>AB previously provided financial information to support the Council in setting the precept including a Budget Forecast and Precept planning data. Information forwarded to Cllrs 03.11.21, 06.12.21 and 08.12.21 for consideration.</p> <ul style="list-style-type: none"> ▪ See point 2021/12/10 with regards to the recommendations from the Finance Working Party. ▪ 2022/23 Precept demand considered and approved. Precept agreed at £40,000 for 2022/23. <p>Proposed: LC Seconded: JL Outcome: All Councillors voted to approve the precept demand for 2022/23. It is anticipated the Parish Council Precept will decrease from £81.78 to £80.81 per Band D household (Subject to ERYC confirmation).</p> <p>Annual Audit – Appointment of Internal Auditor. See point 2021/12/10 with regards to the recommendations from the Finance Working Party. The appointment of Brian Brooks as the internal Auditor confirmed by Cllrs.</p> <p>Proposed: JP Seconded: GB Outcome: All Cllrs present voted in favour of the Clerk appointing Mr Brooks</p>	<p>JP</p> <p>AB</p>
2021/12/15	Any items of a confidential nature to be discussed	
	N/A	

	Date of Newport Parish Council Meeting: Tues 11 th January 2022– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.20pm	

Appendix 1 - Finance. Summary of payment and receipts

Receipts and payments November 2021

Payments made pre authorised				
Date	Description	Components	Payment Made	Receipts
10.11.21	ERNLLCA - Good Cllr Training (2 Cllrs)		£120.00	
10.11.21	Lighting and Sounds - Electrical Testing		£118.80	
10.11.21	C Young - Travel Expenses		£16.00	
10.11.21	Poste Haste Printers - Autumn Newsletter		£140	
26.11.21	NPC Clerk Business Line November- Giff Gaff		£6	
30.11.21	HMRC - NI and Income Tax		£18.45	
30.11.21	Staff Salaries incl Oct Additional Hrs (10 Hrs)		£845.94	
Payments made to be retrospectively authorised				
01.11.21	P W Coates INV 211 - Oct 21	£378		
01.11.21	P W Coates INV 211 - Oct 21	£370		
01.11.21	P W Coates INV 211 - Oct 21	£168		
01.11.21	P W Coates INV 211 - Oct 21	£130		
01.11.21	P W Coates INV 211 - Oct 21	£269		
01.11.21	P W Coates INV 211 Total - Oct 21	Total	£1,315	
08.11.21	Rotherhams - Memorial Permit		£155	
26.11.21	Arlin Services - Website and Email hosting		£40	
26.11.21	JRB Enterprises - Dog Gloves		£296.40	
26.11.21	C Young - Printer Ink		£40.82	
Receipts to be noted				
11.11.21	Newport News - Newsletter Sponsor			£30
11.11.21	Pogos Pet and Animal Supplies - Newsletter Sponsor			£30
11.11.21	Triad Garages - Newsletter Sponsor			£30
		Total	£3,112.41	£90
Payments requiring pre authorisation for payment				
14.12.21	Staff Salaries - November Overtime (15 hrs)		£198.60	

Newport Parish Council Meeting

Date & Time: Tuesday 9th November 2021 at 7pm

Venue: Newport Primary School

Present: Cllr S Mansell – Chairman (SM), Cllr S Elliott (SE), Cllr D O’Connell (DO), Helen Robinson (HR) Cllr J Preston (JP) Cllr G Shields (GS) Cllr R Bate (RB), Cllr P Pettit (PP), Cllr G Bate (GB), A Barker – Clerk (AB), C Young – Burial Clerk (CY) joined the meeting for agenda item 2021/11/13

Members of the Public Present: S Clarke (SC)

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
	SC provided an update on behalf of the Newport Village Hall Trustees. SC confirmed users have largely returned. Successful applications completed for Covid support grants. Repairs are planned for the front door and the flat roof. The trustees are planning to develop the west side of the hall and are seeking ideas to increase community use of the hall. Monthly talk and chat sessions are scheduled.	
2021/11/01	To note apologies for absence	
	Cllr L Cressey (LC), Cllr J Lamming (JL),	
2021/11/02	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: Market Weighton Canal Trail (DO/GS)	
2021/11/03	To approve draft minutes of the Parish Council Meeting held on 12 th October 2021	
	Proposed: HR Seconded: GS Outcome: All Councillors in attendance at the meeting voted to approve the minutes. PP and GB abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2021/11/04	Matters arising from the previous meeting	
	Summary provided to Cllrs 03.11.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed. <ul style="list-style-type: none"> Blackthorn Close Amenity area – Planning approval received 01.11.21. One revised quotation outstanding. Cllrs agreed to delegate authority to the clerk to agree the works to be completed and award the contract subject to a limit of the current lowest quotation. Proposed: RB Seconded: PP Outcome: All Councillors voted in favour	AB
2021/11/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> Newport and Gilberdyke Youth project finance. AB instructed to raise an invoice for the outstanding amounts and provide a copy of the planned request to be sent to Gilberdyke Parish Council for Cllr approval. Proposed: PP Seconded: RB Outcome: All Councillors voted in favour <ul style="list-style-type: none"> Market Weighton Canal Trail. GS provided an update based on the information shared with Cllrs 08.11.21. DO advised that local schoolchildren will be attending an event with the Environment Agency at Broomfleet Lock Youth Project / Community Interest Company. No further update. 	AB/Cllrs
2021/11/06	To consider planning applications received and note planning decisions.	
	Update provided to Cllrs on 03.11.21. Planning Applications to consider at this meeting: - Cllrs considered applications 21/03710/OUT, 21/03705/OUT, and 21/03712/OUT. Issues discussed included that the sites fall outside the development limit of Newport and therefore are in open countryside. This could harm the ambience, character, and appearance of the area. Application 21/03710/OUT refers to the site being a redundant retail unit – Cllrs understand this not to be the case. The Flood Risk assessment refers to the defences of the River Ouse to the West, but it is unclear how these will reduce the flood risk. The proposed developments would add additional traffic to a single-track lane. <ul style="list-style-type: none"> 21/03710/OUT OUTLINE - Erection of a dwelling (all matters reserved) Land Northwest Of 36 Canal Side East (Robinson) – NPC TBC 21/03705/OUT OUTLINE - Erection of two dwellings (all matters reserved) Ambria 36 Canal Side East (Ward) – NPC TBC 	

	<ul style="list-style-type: none"> 21/03712/OUT OUTLINE - Erection of a dwelling (all matters reserved) 41 Canal Side East (Duckworth) – NPC Approved TBC <p>Cllrs voted by 6 votes to 3 votes to object to the 3 applications detailed above. Proposed: DO Seconded: HR Outcome: Cllrs agreed to submit the comments as detailed above.</p> <ul style="list-style-type: none"> 21/04025/PLF Alteration of existing flat roof to a gable end roof with four roof lights 7 Thimblehall Lane (Rainforth) – NPC TBC <p>Cllrs reviewed this application and unanimously agreed to approve the application. Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> 21/03401/VAR Variation of condition 1 (materials) of planning permission 21/00481/VAR ERYC Approved 27.10.21 21/03758/TPO Tree works. Blackthorn Close Amenity Area (Newport PC). ERYC Approved 01.11.21 <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> 21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending. 21/02140/STPLF Dianthus House Common Lane North Cave – NPC Approved 02.09.21 ERYC – Pending. 21/03003/PLF Erection of part two storey, part single storey extension to side. 26 Southfields Newport (Gouland) NPC Approved 30.09.21 <p>Other Planning Matters</p> <ul style="list-style-type: none"> 21/00059/REFUSE Construction of equestrian sand school for private use (retrospective application) (resubmission of 20/01523/PLF) Carrfield House (Mr & Mr Wardle) 	
2021/11/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> AB Training for new Cllrs (09.11.21). SM, HR, JP, DO attended. Update on Good Cllr courses and S137 / Audit process. Good Cllr Part 1 and 2 (ERNLLCA) 02.11.21 and 04.11.21 (JP / DO). Scribe - Take control of your budgeting and get to grips with forecasting for town and parish councils 20.10.21 (AB) Gallagher Ins - A look behind the curtain - running successful events in 2021 03.11.21 (AB) <p>Training and events booked and approved</p> <ul style="list-style-type: none"> Good Cllr Part 1 and 2 (ERNLLCA) 05.01.22 and 06.01.22 - HR <p>Training and events currently available.</p> <ul style="list-style-type: none"> Scribe – Ultimate Guide to budgeting with confidence 10.11.21. ERNLLCA Managing Grievance training 18.11.21 Breakthrough Communications events – Various ERNLLCA – Various Planning Training Events Jan 22 	
2021/11/08	Newport Christmas newsletter – content and finance approval	
	<ul style="list-style-type: none"> Budget net of advertisement revenue of £200 agreed for the Christmas Newsletter. Cllrs resolved that Post haste will be requested to produce 1000 leaflets for future editions as the quotation was the most competitive for the summer newsletter. Autumn Newsletter Invoice £140 to be paid. Sponsor invoice details to be confirmed by LC and submitted for payment. <p>Proposed: GS Seconded: HR Outcome: All Cllrs present voted in favour of the proposed budget and payment of the invoice.</p>	LC/AB
2021/11/09	Clerks Report including action points from the last meeting.	

	Update provided with regards to the key activities undertaken and action points completed since 12.10.21 on 03.11.21 and 08.11.21.	
2021/11/10	Committee and Working Party Update	
	<p>Rospa Play safe inspection report and actions taken</p> <ul style="list-style-type: none"> - AB met with GS to inspect the play areas and prepare a maintenance schedule 20.10.21. - Quotations received for the work to be completed from 3 companies and Peter Coates. - DO agreed to provide further information with regards to contractors used to maintain the Newport Primary School prior to a contract for works being agreed. The decision with regards to the actions to be taken deferred to the December meeting. - Peter Coates to be instructed to complete the works not requiring specialist contractors as instructed by AB. - AB to investigate the National Lottery Awards for all Grant scheme with a view to potentially replacing the wooden frames with metal. <p>Proposed: PP Seconded: DO Outcome: All Councillors voted in favour</p> <ul style="list-style-type: none"> ▪ Events working party update including Christmas Planning, Budget, and Festive Lighting permit. <ul style="list-style-type: none"> - Planned switch on date 26.11.21. - Flagpole brackets purchased and delivered 02.11.21 - Cables, Scaffolding and Lights to be purchased rather than renting lights for the lights over the bridge following a tendering process. LC provided information on 08.10.21 with regards to the companies to be approached for quotations. Further update to be provided. - 2 18ft Norway Spruce trees ordered from Lodge Landscapes 19.10.21. Pete Coates has confirmed the trees will be installed 22.11.21 - ERYC Christmas Lighting permit to be obtained – awaiting confirmation from LC re the permit application. - Cllrs confirmed that the Parish Council liability at this event only extends to individuals gathering at the tree, songs, blessing and lighting. The Parish Council are not responsible for the organising or movement of individuals between the school and tree or tree and church, or the events taking place at St Stephens Church. - Lighting and Signs safety Inspection - Complete - Public Liability Insurance confirmed. - Total budget from S137 funds £2750 ▪ Key Projects for the Newport Parish in 2021/22 and 2022/23 to be considered prior to the December Council meeting along with funding requirements. ▪ Poppy wreaths and lamp post poppies. Cllrs thanked LC for the kind donation to remember the service and sacrifice of the Armed Forces community from Britain and the Commonwealth. SM advised that Cllrs could contribute directly to LC. 	<p>DO/AB</p> <p>AB</p> <p>AB</p> <p>LC</p> <p>LC / AB</p> <p>All Cllrs</p>
2021/11/11	Policies and Procedures for approval and adoption	
	<ul style="list-style-type: none"> ▪ Emergency Plan – to Cllrs 18.10.21. Cllrs wish to consider the information to be recorded further and defer updating the document until the December meeting. AB to forward the information to Cllrs. ▪ Code of Conduct. Approved with no amendments ▪ Disciplinary and Grievance Hearing Procedure. Approved with one amendment - Cllrs requested a line be added to state the committee for the hearing would be agreed at the full Council meeting 	AB/Cllrs

	<ul style="list-style-type: none"> Disciplinary Policy. Approved with no amendments Grievance Policy. Approved with no amendments <p>Proposed: RB Seconded: GB Outcome: All Cllrs present voted in favour of adopting the proposed policies. AB to upload the documents to the website.</p>	AB
2021/11/12	Cllr updates and correspondence received for action and to note.	
	<p>The following correspondence previously distributed to note: -</p> <p>Cllr updates and correspondence received for action and to note.</p> <ul style="list-style-type: none"> Humberside Police October Update Rough Sleeping reporting 17th / 18th November Newbald Parish Council relationship with ERYC. Defibrillator access and information. JL to be requested to provide further information with regards to the Guardian for publication on the website. Landfill Site and weeds in the central reservation beyond St Stephens (PP) 	JL
2021/11/13	Burials / Cemetery	
	<ul style="list-style-type: none"> Burial Clerk Report Land purchase for the required extension to the Cemetery Terms of the agreement for the transfer of responsibility to the Parish Council update. Burial Clerk role and contract 	
	<ul style="list-style-type: none"> CY joined the meeting for this agenda item. Update provided by AB. Burial Clerk financial information included in the Parish Council accounts. Since April 2020 there have been 26 burials. CY requested dispensation for the fee to be waived for a memorial for a child. <p>Proposed: GS Seconded: SE Outcome: All Cllrs present voted in favour.</p> <ul style="list-style-type: none"> Desecration of a grave. Cllrs advised that this matter has now been resolved by the Police. CY / GS to work together to produce a general notice for the noticeboard warning of the implications of desecrating a grave. Contact to be made with Humberside Police for an update with regards to the outcome of the case. Further contact to be made with the deceased family to offer the Parish Councils support subject to confirmation by Humberside Police. <p>Proposed: GS Seconded: GB Outcome: All Cllrs present voted in favour.</p> <ul style="list-style-type: none"> Cllrs resolved that CY / SM should meet and prepare a proposal in respect of the terms of the contract for the Burial Clerk role including allowances and flexible hours of work. Land purchase for the required extension to the Cemetery. AB to write to the landowner outlining the scope and scale of the testing to be completed. Discussion completed with Stephen Cook and Sarah Darley (ERYC) with regards to the required surveys / testing. SM to provide contact details. Closed Churchyard Path – Quotations requested and to be shared with Cllrs following the final site meeting on 11.11.21. Cllrs resolved to review all the quotations at the December meeting and agree the preferred contractor. Additional payment to the Clerk for works completed in October to support the Burial Clerk role. October – Contractual hrs – 52. A total of 62hrs completed including 9 hrs supporting the burial clerk role / burial grounds maintenance and repair. Cllrs agreed the payment of 10 hrs additional with the clerks November pay. Cemetery and Churchyard maintenance. AB authorised to instruct Andy Sefton and Pete Coates with regards to the maintenance required at both sites, based on the quotations received. 	<p>CY/GS</p> <p>AB</p> <p>CY/GS</p> <p>CY/SM</p> <p>AB</p> <p>SM</p> <p>AB</p> <p>AB</p>

	Proposed: GS Seconded: GB Outcome: All Cllrs present voted in favour of the Clerk additional payment and the Closed Churchyard and Cemetery maintenance.	
2021/11/14	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> Financial report for periods ending 31st October 2021. To approve schedule of payments and maintenance contracts. Nationwide Deposit Account HSBC Account Management including Signing Mandate Budget Forecast and Precept planning Financial Regulations and authorisation. Appointment of Internal Auditor Councillor's donations to the poppies for Remembrance Day. 	
	<ul style="list-style-type: none"> Financial report for October 2021 including HSBC CSV forwarded to Cllrs 03.11.21 SM review and sign off complete 09.11.21 JP agreed to complete a review of the accounts year to date. To approve schedule of payments for October 2021 and payments requiring preauthorisation for payment – See appendix 1. <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: PP Seconded: GS Outcome: All Councillors voted in favour</p> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> Nationwide Building Society. Online application form submitted. The Business officials will be AB and SM, with AB, SM, JP, GS, and GB authorised signatories. HSBC Account Management. Cllrs previously resolved to update the signing mandate. Cllrs resolved that CY (Category 1A) and RB (Category 2B) be retained on the mandate with AB (category 1A) and SM, JP, GS, and GB (Category 2B) added as signatories. Due to issues with changing the Primary account holder, CY requested that CY, RB, and AB are included on the updated mandate until the change is made. Updated submission completed 02.11.21. <p>Information provided with regards to the HSBC charges wef 01.11.21 - £8 per month as moving to Small Business Banking rates.</p> <ul style="list-style-type: none"> Budget Forecast and precept planning. Information forwarded to Cllrs 03.11.21. Further update provided with Cllrs given the opportunity to ask further questions regarding the budget projections. Cllrs agreed that the Finance Working party (Ref 2021 09 10) would meet w/c 28.11.21 to support the preparation of the Annual budget. Working party -JP, GS, LC, GB. Annual Audit – Appointment of Internal Auditor. Barrow Bookkeeping have indicated via CY that they do not wish to perform the role. Applications invited for the role to be reviewed at the meeting planned above. Applications to be shared with the working group. DO agreed to share the details of the Newport Primary School internal auditor for consideration. 	<p>JP</p> <p>AB</p> <p>AB</p> <p>DO</p>
2021/11/15	Any items of a confidential nature to be discussed	
	N/A	
	Date of Newport Parish Council Meeting: Tues 14 th December 2021– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.47 pm	

Appendix 1 - Finance. Summary of payment and receipts

Receipts and payments October 2021

Payments made pre authorised				
Date	Description	Components	Payment Made	Receipts
18.10.21	A Barker - Fasthosts October 21		£6	
26.10.21	NPC Clerk Business Line - Giff Gaff		£6	
29.10.21	A Barker - Amazon. Flag Pole Mounting Brackets		£103.05	
29.10.21	H Robinson - Amazon. Flag Pole Mounting Bracket		£11.95	
Payments made to be retrospectively authorised				
04.10.21	A SEFTON - Cemetary - Sept 21		£675	
04.10.21	PKF Littlejohn - SB20212372		£360	
04.10.21	Playsafety Ltd INV 58703		£181.20	
04.10.21	Steve Goddard		£96	
05.10.21	P W Coates INV 210 - Sept 21	£336		
05.10.21	P W Coates INV 210 - Sept 21	£550		
05.10.21	P W Coates INV 210 - Sept 21	£388		
05.10.21	P W Coates INV 210 - Sept 21	£180		
05.10.21	P W Coates INV 210 - Sept 21	£340		
05.10.21	P W Coates INV 210 Total - Sept 21	Total	£1,794	
29.10.21	Staff Salaries - October Pay		£718.48	
29.10.21	Karen Dwane - Newsletter Editorial		£25.00	
29.10.21	A SEFTON - Cemetary - Oct 21		£300.00	
Receipts to be noted				
05.10.21	SP Memorials - Headstone Permit			£155
06.10.21	Rotherhams - Memorial Permit			£155
20.10.21	Rotherhams - Memorial Permit			£155
27.10.21	R Cogan & Sons - Internment			£135
29.10.21	Hortons F/D - GERB			£380
	Total		£4,276.68	£980
Payments requiring pre authorisation for payment				
09.11.21	Staff Salaries - Overtime (10 hrs)		£132.40	
09.11.21	ERNLLCA - Good Cllr Training (2 Cllrs)		£120.00	
09.11.21	Lighting and Sounds - Electrical Testing		£118.80	
09.11.21	C Young - Expenses for travel (HSBC)		£16	
09.11.21	Poste Haste Printers - Autumn Newsletter		£140	

Newport Parish Council Meeting

Date & Time: Tuesday 12th October 2021 at 7pm

Venue: Newport Primary School

Present: Cllr S Mansell – Chairman (SM), Cllr S Elliott (SE), Cllr D O’Connell (DO), Helen Robinson (HR)
Cllr J Preston (JP) Cllr G Shields (GS) Cllr R Bate (RB), A Barker – Clerk (AB),

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
	N/A	
2021/10/01	To note apologies for absence	
	Cllr J Lamming (JL), Cllr L Cressey (LC), Cllr P Pettit (PP), Cllr G Bate (GB), C Young – Burial Clerk (CY)	
2021/10/02	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: Market Weighton Canal Trail (DO/GS) RB requested an updated register of interests to allow his interest in Peachey Place Campsite to be noted.	AB/RB
2021/10/03	To approve draft minutes of the Parish Council Meeting held on 14 th September 2021	
	Proposed: GS Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve the minutes. RB was not present and abstained. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2021/10/04	Matters arising from the previous meeting	
	Summary provided to Cllrs 08.10.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed. <ul style="list-style-type: none"> Blackthorn Close Amenity area – Site meeting completed 05.10.21 with Pauline Labourne Principal Tree Officer ERYC to inspect the trees and agree the way forward as regards the application for the tree works. The officer advised that the work requested by the residents is excessive as the trees are healthy. The original planning application has been withdrawn and replaced. Revised tenders requested from the preferred contractors. Cllrs agreed to delegate authority to the clerk to agree the works to be completed and award the contract subject to planning approval. Proposed: GS Seconded: DO Outcome: All Councillors voted in favour	AB
2021/10/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> Newport and Gilberdyke Youth project finance (SM). Cllrs agreed that further contact should be made with Jake Wilde (Clerk to Gilberdyke PC) at the end of October to resolve the issue. Further information to be summarised. Councillor Aitkin has not yet responded to SM. Proposed: SE Seconded: DO Outcome: All Councillors voted in favour Market Weighton Canal Trail (GS) – Information provided with regards to the progress made and partnerships being forged. Further information to be publicised via the Parish Council website and social media following the imminent presentations being planned by the group. Youth Project / Community Interest Company. Information provided to Cllrs on 4th October with regards to the Youth Project and Newport New Generation. Further update to be provided at the November meeting. (LC) 	SM/AB GS/PP
2021/10/06	To consider planning applications received and note planning decisions. Feedback and actions agreed following a meeting with the ERYC Trees Officer ref Blackthorn Close Amenity Area.	
	Update provided to Cllrs on 08.10.21. Planning Applications to consider at this meeting: - <ul style="list-style-type: none"> 21/03758/TPO Tree works. Blackthorn Close Amenity Area (Newport PC). Further detail provided of the planned work. No objections advised. Planning decisions confirmed by ERYC since the last meeting: -	

	<ul style="list-style-type: none"> 21/02080/STREM Land North of Main Road. ERYC – Approved 21.09.21 21/03220/TPO Blackthorn Close Amenity Land. Withdrawn 07.10.21 <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> 21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending. Update provided to a local resident following a request for information re the application 13.09.21 21/02140/STPLF Dianthus House Common Lane North Cave– NPC Approved 02.09.21 ERYC – Pending. <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> 21/03401/VAR Variation of condition 1 (materials) of planning permission 21/00481/VAR - Erection of a replacement dwelling - Amended scheme to provide for additional accommodation in the roof space - to allow different brick and roof materials (Retrospective Proposal) Site of Mafeking View 6 Wallingfen Lane. NPC Approved 30.09.21 21/03003/PLF Erection of part two storey, part single storey extension to side. 26 Southfields Newport (Gouland) NPC Approved 30.09.21 <p>Other Planning Matters</p> <ul style="list-style-type: none"> N/A 	
2021/10/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> Scribe fest 29.09.21 (AB / JL) - Free ERNLLCA AGM 23.09.21 (GB) – Free Planning basics session completed (AB)12.10.21 – SM, HR, JP, DO attended <p>Training and events booked and approved</p> <ul style="list-style-type: none"> Good Cllr Part 1 and 2 (ERNLLCA) 02.11.21 and 04.11.21 – JP / DO. Scribe - Take control of your budgeting and get to grips with forecasting for town and parish councils 20.10.21 (AB) – Free <p>Training and events currently available.</p> <ul style="list-style-type: none"> ERNLLCA Managing Grievance training 18.11.21 Good Cllr Part 1 and 2 (ERNLLCA) 30.11.21 and 01.12.21 	
2021/10/08	Newport October newsletter – content and finance approval	
	<ul style="list-style-type: none"> Budget net of advertisement revenue of £150 agreed. Post haste will be requested to produce 1000 leaflets as their quotation was the most competitive for the October newsletter. LC update 08.10.21. All contributors have been requested to submit articles. Deadline for submission 20.10.21 to Karen Dwane. Support with regards to the delivery of the newsletter requested from Cllrs. AB to provide information with regards to the Parish Council activities. <p>Proposed: GS Seconded: HR Outcome: 6 Cllrs present voted in favour of the proposed budget. 1 Cllr abstained.</p>	AB
2021/10/09	Clerks Report including action points from the last meeting.	
	Update provided with regards to the key activities undertaken since 12.09.21 on 08.10.21.	
2021/10/10	Committee and Working Party Update	
	<ul style="list-style-type: none"> Outdoor areas working party update. AB provided information with regards to the Rospa Play safe inspection report on 04.10.21. Essential work completed in April 20 following the September 19 report. Cllrs would like a more proactive approach to the maintenance and inspection of both play areas with an inspection checklist produced. 	

	<ul style="list-style-type: none"> - Formal review and inspection programme for the play areas and burial grounds to be agreed. - RB would like more proactive reporting of issues by P Coates. - Quotations for the works identified in the Rospa Play safe report to be requested. - Any unsafe equipment to be taped off - Proposed: RB Seconded: DO Outcome: All Councillors voted in favour ▪ Events working party update including Christmas Planning, Budget, and Festive Lighting permit. - LC provided a written update to Cllrs 04.10.21 and a verbal update to AB 08.10.21. Planned switch on date 26.11.21. - HR provided information with regards to the flagpole brackets it is proposed will be installed in approx. 10 locations for business owners to instal a Christmas Tree and lighting at their own expense. Cost £11.49 each (Initial budget of £119.50 approved). The brackets could be used for future events including the Platinum Jubilee. - Cables, Scaffolding and Lights to be purchased rather than renting lights for the lights over the bridge following a tendering process. LC provided information on 08.10.21 with regards to the companies to be approached for quotations. - Lodge Landscapes to be requested to provide 2 18ft Norway Spruce trees by 20.11.21. - ERYC Christmas Lighting permit to be obtained. - Lighting and Signs safety Inspection to be arranged. - Pete Coates (Currently storing the lights) to be requested to complete the installation. - The Solar Powered lights supplied by Plantscape in 2020 will not be required. ▪ Total budget from S137 funds £2750 <p>Proposed: DO Seconded: RB Outcome: All Councillors voted in favour</p> <ul style="list-style-type: none"> ▪ Key Projects for the Newport Parish in 2021/22 and 2022/23 to be considered prior to the November Council meeting along with funding requirements. 	<p>AB/Cllrs</p> <p>AB</p> <p>SM/DO</p> <p>HR</p> <p>LC</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>LC/AB</p> <p>All Cllrs</p>
2021/10/11	Cllr updates and correspondence received for action and to note.	
	<p>The following correspondence previously distributed to note: -</p> <ul style="list-style-type: none"> - Grass Cutting -Thimblehall Lane (GB). Highways England advised 05.10.21. - Email management – Capacity limit (AB) – SM and JP to update their accounts - Motorway Underpass – Light cleaning responsibility (PP). Highways England advised 05.10.21 - Defibrillator access and information. LC to be requested to provide further information with regards to the Guardian for publication on the website. - Newport Emergency Plan review (PP). Draft update of the plan to be circulated prior to the November meeting for approval. - Community mini wood at the central area of the Brickyard Adventure area. Approx. 60 additional trees to be obtained from the Woodland Trust and planted to the right-hand side of the brickyard play area. This project will not have an impact on the planned youth project. <p>Proposed: RB Seconded: HR Outcome: All Councillors voted in favour</p> <ul style="list-style-type: none"> - Village Maintenance specification (including the Brickyard) to identify and report work that needs to be carried out in NPC areas of responsibility See 2021/10/10 	<p>SM/JP</p> <p>LC</p> <p>AB</p> <p>GS</p>

	<ul style="list-style-type: none"> - Newbald Parish Council relationship with ERYC. Cllrs would like to see more consistency with regards to decision making by ERYC. Concern expressed that the maintenance completed in Newport by ERYC is not to the standard enjoyed by villages such as Walkington. 	
2021/10/12	Burials / Cemetery	
	<ul style="list-style-type: none"> ▪ Burial Clerk Report ▪ Land purchase for the required extension to the Cemetery ▪ Burial and Cemetery Records ▪ Churchyard Maintenance including Lychgate / Footpath ▪ Memorial to remember stillborn babies – Installation and future upkeep ▪ Terms of the agreement for the transfer of responsibility to the Parish Council update. ▪ Burial Clerk role and contract. 	
	<ul style="list-style-type: none"> ▪ Update provided by AB. Burial Clerk financial information included in the Parish Council accounts. AB is completing a review of the financial assets and potential liabilities of the burial grounds. ▪ Land purchase for the required extension to the Cemetery. SM has spoken to the owner of the land adjacent to the Cemetery. The owner has requested that the Parish Council write to him outlining the scope and scale of the testing to be completed. Information requested from Stephen Cook (ERYC) with regards to the required surveys / testing. ERYC will not contribute towards the cost. ▪ Burial and Cemetery Records – No further update provided. ▪ Churchyard Maintenance including Lyche Gate / Footpath (GS). No further action currently re the Lyche Gate. Clarification to be sought from Rev Kenny with regards to the works required to repair the footpaths. AB authorised to obtain quotations for the works to be completed and present to the November meeting. AB to investigate the potential for funding from the Commonwealth War Graves fund. ▪ Cemetery hedges – Letter sent to the owners of St Stephens House and telephone conversation completed. Work has been completed. Survey to be completed and report back. ▪ Memorial to remember stillborn babies – Installation and future upkeep (Rev Kenny). Lucy Bishop (ERYC) confirmed this is permissible and the churchyard will remain closed. Proposed: DO Seconded: JP Outcome: All Councillors voted in favour of the memorial installation. ▪ Terms of the agreement for the transfer of responsibility to the Parish Council update. AB (05.10.21) has requested information from the Ministry of Justice / Coroner's Office. ▪ Burial Clerk role and contract. SM to discuss further with CY and submit a proposal to Cllrs at the November meeting. ▪ Vandalism at the Cemetery – Cllrs advised that this has been resolved. 	<p>AB</p> <p>AB</p> <p>AB</p> <p>SM</p>
2021/10/13	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> ▪ Financial report for periods ending 30th September 2021. ▪ To approve schedule of payments ▪ Nationwide Deposit Account ▪ HSBC Account Management including Signing Mandate ▪ Annual Audit conclusion ▪ Key Projects – Finance planning for 2021/ 22 and 2022/23 	
	<ul style="list-style-type: none"> - Financial report for September 2021 including HSBC CSV forwarded to Cllrs 05.10.21 	

	<ul style="list-style-type: none"> - SM review and sign off complete 12.10.21 - GS previously offered to complete the accounts review. - To approve schedule of payments for September 2021 – See appendix 1. <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: DO Outcome: All Councillors voted in favour</p> <p>Annual Governance and Accountability Return 2020/21. Completion report sent in error to CY by PKF Littlejohn 15.09.21. Notice of the conclusion of the audit published on the website and noticeboard 04.10.21. Except for matters and other matters noted.</p> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> ▪ Nationwide Building Society. Online application form submitted. The Business officials will be AB and SM, with AB, SM, JP, GS, and GB authorised signatories. ▪ HSBC Account Management. Cllrs resolved to update the signing mandate. Cllrs resolved that CY (Category 1A) and RB (Category 2B) be retained on the mandate with AB (category 1A) and SM, JP, GS, and GB (Category 2B) added as signatories. Mandate to be submitted when all information is available, and CY has resolved the current issue re access to the account. <p>Proposed: GS Seconded: DO Outcome: All Councillors voted in favour</p> <p>Key Projects – Finance planning for 2021/ 22 and 2022/23. PP confirmed by email 08.10.21 a desire for a financial plan for Village Events including the Platinum Jubilee Celebrations, VE day and Christmas as events that may happen, and contingency for any others that we may miss and need to do at short notice. To be considered at the November meeting.</p>	GS
		AB/CY
		PP
2021/10/14	Any items of a confidential nature to be discussed	
	N/A	
	Date of Newport Parish Council Meeting: Tues 9 th November 2021– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.28 pm	

Appendix 1 - Finance. Summary of payment and receipts

Receipts and payments September 2021

Payments made pre authorised			
Date	Description	Payment Made	Receipts
02.09.21	S.P Memorials - Memorial Restoration	£3,000	
03.09.21	S.P Memorials - Memorial Restoration	£2,930	
15.09.21	L Cressey - Newsletter Layout and Edit Karen Dwane (Spring and Summer)	£50	
15.09.21	P Pettit - Fasthosts (Feb to July)	£36	
15.09.21	A Barker - Fasthosts August 21	£6	
15.09.21	A Barker - Fasthosts September 21	£6	
15.09.21	A Barker - Keys for Village Hall Noticeboard	£12	
15.09.21	A Barker - Key for Cemetary Notice Board	£3.99	
15.09.21	A Barker - Printer Ink HP304 XL (Black / Colour)	£48.70	
26.09.21	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
01.09.21	P W Coates INV 20 Total - Aug 21	£1,464	
01.09.21	A SEFTON - Cemetary - Aug 21	£450	
30.09.21	Staff Salaries - September Pay	£980.90	
30.09.21	HMRC - September	£109.49	
Receipts to be noted			
01.09.21	Precept Payment - ERYC		£20,000
15.09.21	C Temperton - Rightof Burial		£135
15.09.21	H & P Temperton - Right of Burial		£270
16.09.21	SP Memorials Limit Ward Additional		£110
30.09.21	Hortons Funeral		£515
	Total	£9,103.08	£21,030.00

Newport Parish Council Meeting

Date & Time: Tuesday 14th September 2021 at 7pm

Venue: Newport Primary School

Present: Cllr S Mansell – Chairman (SM), Cllr S Elliott (SE), Cllr D O’Connell (DO), Helen Robinson (HR), A Cllr L Cressey (LC), A Barker – Clerk (AB), Cllr J Preston (JP) Cllr G Shields (GS) Cllr G Bate (GB),

Members of the Public Present: Rev L Kenny (LK) R Coppack (RC)

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
	<ul style="list-style-type: none"> RC – Information provided with regards to the Carr Lane to Drain Lane footpath requesting support to approach ERYC and the landowner to investigate this footpath with a view to restoration. LC confirmed that contact will be made with the farmer and a report will be provided at the October meeting. AB to provide Simon Parker’s (Countryside Access Officer) contact details to RC in relation to the responsibility for restoring the bridge. 	LC AB

	<ul style="list-style-type: none"> LK – Request made for support for a memorial to remember stillborn babies to be sponsored by local funeral directors / memorial companies. LK would have to apply for a faculty measure from the Chancellor via the Diocese of York. LK requested agreement from the Parish Council for its installation and any future upkeep since there is no individual family to take ownership of the memorial. Cllrs confirmed they are supportive in principle and agreed to formally consider the application as an agenda item at the October meeting. 	AB
2021/09/01	To note apologies for absence	
	Cllr R Bate (RB), Cllr P Pettit (PP), Cllr J Lamming (JL), C Young – Burial Clerk (CY),	
2021/09/02	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: GS in relation to the Market Weighton Canal Trail.	
2021/09/03	To approve draft minutes of the Parish Council Meeting held on 13 th July 2021	
	Proposed: HR Seconded: LC Outcome: All Councillors in attendance at the meeting voted to approve the minutes. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2021/09/04	Matters arising from the previous meeting including Blackthorn Close Amenity Area – Tree tenders / Planning application.	
	<p>Summary provided to Cllrs 06.09.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed.</p> <p>Trees to the rear of houses on Meadow Lane. Inspection completed by AB. Complaints received and reviewed from residents. Tender requests sent to 13 tree specialists and consultants. Planning application submitted for works to the trees protected by the TPO submitted to ERYC. 3 tenders received – Cllrs resolved that based on the quotations received the most competitive quotation should be accepted.</p> <p>Cllrs confirmed the tree works can commence subject to planning approval. Contingency Fund available in the budget of £6425. JL to co-ordinate the work on behalf of the Parish Council. The contractor to provide a risk assessment, details of insurance cover and proviso re access and reparation of any damage. (Note: Following the meeting telephone call received from Pauline Laybourne (ERYC Trees Officer) requesting a meeting to discuss the application on 5th October. Advised no tree works to be completed until approval given with a target date on 15th October 2021.</p> <p>Proposed: LC Seconded: HR Outcome: All Councillors voted in favour</p>	AB/JL
2021/09/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> Newport and Gilberdyke Youth project finance (SM). To discuss with Ward Cllr Aitken and report back to the Parish Council at the October meeting. Consideration to be given to the introduction of a finance working group to work with Gilberdyke Parish Council. Market Weighton Canal Trail (GS) – Update distributed to Cllrs 07.09.21 and further information re the project added to the website. Update provided with regards to the next steps. SM reminded Cllrs that if they require further information with regards to the project, in the first instance they should address GS rather than ERYC. GS and others have worked hard on this community project and as Cllrs we should be showing respect and support for each other. Youth Project / Community Interest Company (LC). CIC documents reviewed and the 3rd application submitted. Potential sources of funding to be identified and grant applications submitted in the next 6-8 weeks. Update to be provided at the October meeting. 	<div>SM</div> <div>LC</div>

	- Village Hall Community Noticeboard – Installed at a cost of £30	
2021/09/06	To consider planning applications received and note planning decisions	
	<p>Update provided to Cllrs on 06.09.21.</p> <p>Planning Applications to consider at this meeting: -</p> <ul style="list-style-type: none"> ▪ N/A <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> ▪ 21/01852/PLF Old Greenwood Landing Lane (Elliott) NPC Approved 28.06.21 ERYC – 16.08.21 ▪ 21/01669/PLF 4 Turks Head Gardens. (Forman / Openshaw). Approved by NPC 08.06.21 and 02.08.21 ERYC – 19.08.21. <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> ▪ N/A <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> ▪ 21/02080/STREM following Outline Permission 14/01990/STOUT and 17/00955/STVAR (all matters to be considered) Land North of Main Road. Horncastle Group Plc Strategic, Approved 15.07.21. ERYC – Pending. ▪ 21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending. Update provided to a local resident following a request for information re the application 13.09.21 ▪ 21/02140/STPLF Dianthus House Common Lane North Cave– NPC Approved 02.09.21 ERYC – Pending. ▪ 21/03220/TPO Blackthorn Close Amenity Land – NPC Approved 06.09.21 ERYC – Pending <p>Other Planning Matters</p> <p>-</p>	
2021/09/07	Clerk and Councillor Training	
	<p>Scribe Accounts training completed (AB)</p> <ul style="list-style-type: none"> ▪ Scribe Bookings and Cemetery (16.08.21) ▪ Scribe Advanced - Becoming the Master of Your Councils Accounts (04.08.21) <p>Training and events currently available. Information previously sent to Cllrs</p> <ul style="list-style-type: none"> - ERNLLCA Good Councillor Training events – Finance (Parkinson Partnership) ▪ ERNLLCA - Embracing equality, diversity, and inclusion in your council. ▪ Scribe Fest Event 29.09.21. Cllrs to confirm with AB if they have booked on the event. To date PP and JL have confirmed. ▪ ERNLLCA AGM 23.09.21 ▪ ERNLLCA Annual Conference – Cllrs confirmed agreement for AB to attend on the full day event on behalf of Newport Parish Council (Cost Circa £90) ▪ Proposed: GS Seconded: DO Outcome: All Councillors voted in favour <p>Discussion completed with regards to New Councillor Training Requirements. Initial Information distributed 09.09.21. AB agreed to provide an electronic copy of the Good Cllr guide, responding to planning applications support and a link to the ERYC information re Parish Councils. A short workshop to be arranged prior to the October meeting for new Cllrs starting at 6.30pm</p>	AB
2021/09/08	Newport July newsletter – Confirm final accounts / Future planning	
	<ul style="list-style-type: none"> - Newsletter Edit and Layout work – Payment of 2 x £25 authorised. - Total cost of production of the July Newsletter £137 - Update provided by LC with regards to the newsletter planned for October 21. - All expenditure to be pre-approved by the Parish Council. 	
2021/09/09	Clerks Report including action points from the last meeting.	

	Update provided with regards to the key activities undertaken since 13.07.21 on 06.09.21. Email etiquette – Cllrs GB, RB, SE and DO advised they should use the Parish Cllr Email. PP to provide support with regards to access.	PP
2021/09/10	Committee and Working Party Update including confirmation of members and election of Chair	
	<p>Committees of Local Councils information distributed to Cllrs 07.09.21 and 12.07.21.</p> <ul style="list-style-type: none"> Personnel Committee update (GS) – GS Elected to Chair Personnel Committee 11.02.20 REF 56 – Committee Members GS, DO, LC, RB. No change proposed. Burial Committee update and terms of reference (PP). Cllrs expressed a preference for a working party to work proactively with all parties including CY, LK and Gilberdyke PC. Working party members – PP, GB, SE, DO, HR, LK. (CY to be requested to support the group post meeting as not present) PP requested Cllrs to consider the election of a Finance Committee to oversee the finances of the Council. GB requested that this Committee should also address planning for future cemetery / churchyard maintenance & inspection works. Cllrs resolved to introduce a working party rather than a committee to support the work of the RFO to prepare the Annual Budget and support a review of the accounts prior to the financial year end / annual audit. Working party members – JP. GS, LC, GB. GS previously offered to complete the accounts review. Youth Party working group update including the little park extension and Skate Park change of use. Working party members – LC, DO, SM Outdoor areas working party update including the green areas, footpaths, tree planting. Working party members – LC, DO, PP, SE, HR, JL. Events working party update (To include planning for the Christmas Lights and Queens Platinum Jubilee) Core Working party members – LC, DO, HR, JL, PP (currently working with Rebecca Duffy, Lyn Kenny, John Harris, Ian Sankey). <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.</p> <ul style="list-style-type: none"> Key Projects for the Newport Parish in 2021/22 and 2022/23 to be considered prior to the October Council meeting along with funding requirements. <p>Proposed: HR Seconded: SE Outcome: All Councillors present voted in favour of the proposals and committees / working parties detailed above.</p>	<p>AB</p> <p>All Cllrs</p>
2021/09/11	Policies and Procedures for approval - Complaints Procedure, Burial Committee TOR, Working Groups Protocol, Newport Cemetery and Closed Churchyard Risk Assessment	
	<p>Information sent to Cllrs on 06.09.21 with regards to the above proposals.</p> <ul style="list-style-type: none"> Complaint's procedure – Approved and adopted. Working Groups Protocols – Updated and approved / adopted. Burial Committee terms of reference – Not approved. Newport Cemetery and Closed Churchyard Risk Assessment – Approved and adopted. <p>Proposed: GS Seconded: LC Outcome: All Councillors voted in favour. AB to add the approved /adopted documents to the website</p>	AB
2021/09/12	Correspondence received for action and to note	
	<p>The following correspondence previously distributed to note: -</p> <ul style="list-style-type: none"> Covid 19 Community Support (ERYC) – Various. Humberside Police update – August and September 21. ERNLLCA Newsletter – June / Sept and various updates 	

	<ul style="list-style-type: none"> - NALC National Resistance Strategy Consultation (29.07.21) - East Riding of Yorkshire CCG AGM 2021 (27.08.21) - Public Spaces Protection Orders Review 2022 - Howdenshire Ward (01.09.21) CY advised there is currently a no dogs order at the play area and a dog on lead order at the Cemetery. - East Riding CCG September 2021 Newsletter (01.09.21) - East Riding of Yorkshire and Kingston Upon Hull Joint Local Access Forum - Wednesday 15 September 2021 (01.09.21) - Joint Local Access Forum Annual Report (2020-21) & Countryside Code Poster (04.09.21) 	
2021/09/13	Burials / Cemetery	
	<ul style="list-style-type: none"> ▪ Burial Clerk Report including Cemetery and Churchyard maintenance ▪ Churchyard Memorial Inspection and safety works ▪ Land purchase for the required extension to the Cemetery ▪ Burial and Cemetery Records ▪ Lychgate / Footpath maintenance at St Stephens Church - Burials charges due to the financial implications of maintaining the closed churchyard / Hours of burial (including Saturday) 	
	<p>Update provided by AB on behalf of CY.</p> <ul style="list-style-type: none"> - Burial Clerk financial information included in the Parish Council accounts. - Contribution from Gilberdyke Parish Council of £1700 received. - Memorial Stone works completed, and inventory submitted. Invoice paid. GB requested clarification with regards to any grants available in respect of works to memorials. CY / AB not aware of any currently available. GB would like £1200 pa set aside each year from the precept to cover future likely costs for this inspection work so that these costs can be properly reflected in the burial charges (Cllrs confirmed this would be included in the work completed by the Burials and Finance Working Parties). CY confirmed the fees are set for the financial year and that given the current balance on the cemetery a/c believes there is no justification to increase fees this year. - Lychgate restoration and the tarmac to front of church entrance requiring work. LC to discuss with the Parochial Church Council and provide further information with regards to the responsibility for maintenance. LK agreed to share further information with regards to ongoing responsibilities. - AB to investigate the terms of the agreement when the responsibility for the Burial Grounds passed to Newport Parish Council. - Extension to the cemetery. SM has spoken to the owner of the land adjacent to the Cemetery. The owner has requested that the Parish Council write to him outlining the scope and scale of the testing to be completed. - Information provided with regards to comparative burial charges. CY confirmed there is a wide variation as cemeteries come in different sizes and have different costs. All cemeteries have different costs for non-parish residents with Newport's being double. - Weekend Funerals – CY advised most cemeteries allow Mon-Fri. Those that allow Saturday usually charge additional fees. Newport Cemetery rules allow for exceptional circumstances which can cover Saturdays, subject to Funeral Director, Gravedigger, Burial clerk, and Officiant's availability. There are more visitors at weekends and not all of them live locally. Concern expressed that this could disturb visitors especially if they've come a long way. Cllrs agreed they support Saturday funerals and will look at them on a case by case basis. 	<p>LC</p> <p>AB</p> <p>SM</p>

	<ul style="list-style-type: none"> - Agreed ongoing maintenance requests from CY (By AB). - Cemetery Tap – CY to obtain a quote for restoration work as it leaks. - Cemetery Road – gate and old fence post on right hand side. CY to agree the price for removal with Andy Sefton - Cemetery hedges – CY has prepared a letter to the owners of St Stephens House outlining the hedges which require attention. - Low hanging Cemetery trees – Andy Sefton to prune the lower branches. CY to agree the price for the work. - Low hanging Churchyard trees – Pete Coates to prune the lower branches. CY to agree the price for the work. 	
2021/09/14	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> ▪ Financial report for periods ending 31st July and 31st August 2021. ▪ Scribe Accounting system update ▪ To approve schedule of payments ▪ Nationwide Deposit Account ▪ HSBC – Account Management including Signing Mandate 	
	<ul style="list-style-type: none"> - Financial report for July and August 2021 including HSBC CSV forwarded to Cllrs 06.09.21 - Detailed Financial information for the period 01.07.21 to 31.08.21 forwarded to SM for review and sign off 06.09.21 and 02.08.21. Complete 14.09.21 - To approve schedule of payments for July and August 2021– See appendix 1. <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: GB Outcome: All Councillors voted in favour</p> <p>Annual Governance and Accountability Return 2020/21. Period of Public Rights ended 06.08.21. Following feedback from the external auditor further information provided with regards to the following: -</p> <ul style="list-style-type: none"> ▪ Section 2, Box 3: the variance has been explained to £40,816. The difference between this figure and the actual variance of £43,220 is still greater than 15% of the prior year figure - Primarily due to the increased cemetery income and cemetery running costs. ▪ The double payment and refund of £241.92 from Chronicle Publications was received in the current year. The auditor would expect the refund to be netted off against the relevant expenditure in Box 6 rather than included in Box 3 as income. <p>The following ‘except for’ matters (qualifications) on the AGAR Part 3 has been raised. Transfers between bank accounts should have been excluded from receipts and payments in Section 2. The figures in Boxes 3 and 6 should read £14,584 and £31,686 respectively.</p> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> ▪ Nationwide Building Society. The current rate of interest available in the preferred 95-day saver account is 0.3%. 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. Cllrs confirmed that the Business officials will be AB and SM, with AB, SM, JP, GS, and GB authorised signatories. ▪ HSBC Account Management. Cllrs resolved to update the signing mandate. Cllrs resolved that CY (Category 1A) and RB (Category 2B) be retained on the mandate with AB (category 1A) and SM, JP, GS, and GB (Category 2B) added as signatories. 	<p>AB</p> <p>AB</p>

	Proposed: GS Seconded: GB Outcome: All Councillors voted in favour	
2021/09/15	Any items of a confidential nature to be discussed	
	<p>Agenda Part 2 - The Parish Council was asked to consider excluding the clerk (AB), 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.</p> <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> ▪ Cllrs confirmed the appointment of the Clerk / RFO following the initial probation period and the review completed on 24.08.21. Review document distributed to Cllrs 09.09.21. ▪ Cllrs agreed an additional payment of 25hrs to be paid in September following the additional hours completed by the Clerk / RFO between 01.06.21 and 31.08.21. This equates to 50% of the additional hours worked. Further review of working hours to be completed in 3 months. <p>Proposed: GS Seconded: SE Outcome: All Councillors voted in favour</p>	
	Date of Newport Parish Council Meeting: Tues 12 th October 2021– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.44pm	

Appendix 1 - Finance. Summary of payment and receipts

Receipts and payments August 2021

Community Account

Payments made pre authorised			
Date	Description / Cost Centre	Payment Made	Receipts
03.08.21	Newsletter Printing - General Admin	£177	
26.08.21	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
03.08.21	Dog Gloves - S137 Dog Bin Consumables	£296.40	
05.08.21	Grave Space Refund - Burial Grounds	£120.00	
16.08.21	Grave Space Refund- Burial Grounds	£60.00	
28.08.21	Village Hall Noticeboard installation - Admin	£30.00	
31.08.21	Staff Salaries - August	£577.88	
31.08.21	HMRC - Staff Salaries August	£140.60	
Receipts to be noted			
02.08.21	Newsletter Advertisement		£30
05.08.21	Newsletter Advertisement		£30
06.08.21	Myers - Memorial Permit		£110
06.08.21	Gilberdyke PC - Cemetary Contribution		£1,700
23.08.21	SP Memorials - Memorial permit		£155
24.08.21	Newsletter Advertisement		£30
25.08.21	Rotherham - Memorial permit		£155
26.08.21	Fishing Licenses Payments - Londis		£126
	Total	£1,407.88	£2,336.00
Payments requiring pre authorisation for payment			
	Newsletter Layout & Edit (Spring and Summer)		£50
	Fasthosts (Feb to July) - General Admin		£36
	Fasthosts August 21 - General Admin		£6
	Fasthosts September 21 - General Admin		£6
	Village Hall Noticeboard Keys - General Admin		£12
	Cemetary Notice Board Key - General Admin		£3.99
	Printer Ink HP304 XL (Black / Colour) - Admin		£48.70
	Total		£162.69

Receipts and payments July 2021

Community Account

Payments made pre authorised			
Date	Description / Cost Centre	Payment Made	Receipts
26.07.21	Came and Co - Insurance	£1,204.17	
26.07.21	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
06.07.21	S137 - Street Cleaning - June	£336	
06.07.21	Burial Grounds Maintenance - June	£510	
06.07.21	Grass Cutting - June	£336	
06.07.21	Brickyard maintenance - June	£219	
06.07.21	Grounds maintenance - June	£272	
29.07.21	Cemetery Maintenance - July	£450	
29.07.21	Audit Expenses / Cemetary Maintenance	£30.59	
29.07.21	Audit Expenses	£135	
29.07.21	S137 - Street Cleaning - July	£378	
29.07.21	Burial Grounds Maintenance - July	£590	
29.07.21	Grass Cutting - July	£416	
29.07.21	Brickyard maintenance - July	£140	
29.07.21	Grounds maintenance - July	£152	
30.07.21	Staff Salaries - July	£574.88	
30.07.21	HMRC - Staff Salaries July	£143.60	
Receipts to be noted			
01.07.21	S P Memorials - Burial Fee		£110
02.07.21	Bullement re Burial and GERB Fee		£515
02.07.21	Bullement re Burial Fee		£245
02.07.21	Co-op Funeral Care - Memorial Permit		£110
22.07.21	Burial Fee - Internment		£135
30.07.21	VAT Refund - 01.04.20 to 31.03.21		£1,145
	Total	5893.24	2259.84
Payments requiring pre authorisation for payment			
	N/A		

Newport Parish Council Meeting

Date & Time: Tuesday 13th 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 th June and 24 th June 2021	
	Parish Council Meeting 8 th June Proposed: HR Seconded: LC Parish Council Meeting 24 th 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 th June Parish Council meeting and will sign the updated minutes of the 24 th 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">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. https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/Summary provided to Cllrs 12.07.21 to confirm the actions taken since the last meeting and the outstanding actions to be addressed.	AB/PP
2021/07/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none">Market Weighton Canal Trail – Update provided by AB with regards to the progress of the project.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	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"> - Proposed: SM Seconded: HR Outcome: All Councillors voted in favour - 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. School Clothing Grant Application - East Riding of Yorkshire Council - Home - Section 1 - Self (achieveservice.com) - 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 Richard Shearman (Environment Agency) to be contacted. DO and GB to report back to the next council meeting. - 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. - 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. 	<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"> ▪ 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. <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> ▪ 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 ▪ 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 & Mr Wardle Western Area Planning Sub Committee on 8 June 2021. ERYC Refused 10.06.21 ▪ 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 	<p>AB</p>

	<p>6 Wallingfen Lane for Mr & Mrs Steve & Caroline Bramley Palmer Western Area Planning Sub Committee on 29 June 2021. ERYC Approved 01.07.21</p> <ul style="list-style-type: none"> 21/01004/PLF Erection of two storey extension to side. 41 Meadow Lane Mr Tim Ralph ERYC Approved 30.06.21 <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting: -</p> <ul style="list-style-type: none"> 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. <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> 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. <p>Other Planning Matters</p> <ul style="list-style-type: none"> N/A 	
2021/07/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> ERNLLCA Clerk Chat (AB) – 06.07.21 Completed. ERYC planning event (AB) – 24.06.21 Completed. Scribe Accounts training (AB) <ul style="list-style-type: none"> Kick Off Call - Initial Set Up 29.06.21 Completed. Reserves and Budgeting 14.07.21 Data Entry and Bank Reconciliation 14.07.21 VAT and Reports 22.07.21 ERNLLCA Good Councillor Training events will be available in September. 	
2021/07/08	Newport July newsletter	
	<ul style="list-style-type: none"> LC is co-ordinating the information to be included in the newsletter. The deadline for contributions to the Newsletter is Friday 16th July. 3 advertisers have been secured contributing £30 each. LC confirmed the anticipated net cost will be circa £130. 3 quotations to be provided prior to a contract for printing being agreed. 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. <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"> Email etiquette – Cllrs requested not to ‘Reply All’ when acknowledging communications. Cllrs GB, RB, SE and DO need to use the Parish Cllr Email. 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. <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>	

	<ul style="list-style-type: none"> ▪ Gilberdyke Parish Council Finance working group – See Agenda Item 2021/07/05 ▪ Youth Party working group – LC, DO, SM ▪ Outdoor areas working party – LC, DO, PP, SE, HR, JL ▪ Events working party (To include planning for the Christmas Lights and Queens Platinum Jubilee) – LC, DO, HR (LC, JL, HR, PP and Rebecca Duffy 27.07.21) <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"> - 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. - 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. - ERNLLCA Newsletter 24.06.21 - ERYC Draft Local Plan update information now posted on the noticeboard. 	JL/AB AB
2021/07/12	Burials / Cemetery	
	<ul style="list-style-type: none"> - Burial Clerk Report including burials and the closed church yard. - Contribution from Gilberdyke Parish Council and terms - Churchyard access road update - Churchyard inspection report, safety works, and tenders received 	
	<p>CY joined the meeting at 8.15 pm to provide the Burial Clerk update (15 mins)</p> <ul style="list-style-type: none"> - Burial Clerk Financial update provided and included in the Parish Council accounts. - Contribution from Gilberdyke Parish Council of £1700 requested on 03.06.21 (Last chased 12.07.21). - Burial clerk E Mail information provided to CY 13.07.21. - Warning notice placed on a headstone where flowers have been removed. Police informed. Daily visits being undertaken by CY. - P Coates to be requested to remove the overhanging branches in the churchyard. - 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. - 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. - Churchyard Inspection Report update provided by SM and CY. Quotations requested from Rotherham's, JW Myers, Everingham's and S&P Memorials. Cllrs expressed a preference to engage a local company, if possible, with S&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 - The Role of the Burial Committee to be reviewed at the September meeting (PP/GB/DO) Annual Council Meeting 04.05.21 GB, JL, PP DO). Additional maintenance including the fence and gate to be considered. 	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"> - Financial report for period ending 30th June 2021. - Scribe Accounting system update - To approve schedule of payments including Insurance - Management of Deposit Accounts 	
	<ul style="list-style-type: none"> - Financial report for June 2021 including HSBC CSV forwarded to Cllrs 12.07.21. 	AB/SM

	<ul style="list-style-type: none"> - Detailed Financial information for the period 01.04.21 to 30.06.21 forwarded to SM for review and sign off 12.07.21. - To approve schedule of payments for June 2021– See appendix 1. <p>Items of proposed expenditure for approval</p> <ul style="list-style-type: none"> ▪ Village Hall Noticeboard – Potential installation cost £150 TBC (Paul Nicholson) ▪ Insurance renewal £1204.17 <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"> - Social Media policy - Standing orders update to include the process for responding to planning applications. 	
	<ul style="list-style-type: none"> - 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) - Proposed: PP Seconded: HR Outcome: All Councillors voted in favour. AB to add the approved documents to the website 	AB
2021/07/155	Any items of a confidential nature to be discussed	
	- None	
	Date of Newport Parish Council Meeting: Tues 14 th September 2021– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.41pm	

Appendix 1 - Finance – Receipts and payments June 2021

Community Account

31-May-21	Opening balance - £76,073.59			
Payments made preauthorised				
Date	Description		Payments	Receipts
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	
Payments made to be retrospectively authorised				
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	
Receipts to be noted				
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
	Total		£4,229.08	£4,649.04
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			£43,859.47
Ring fenced sums	Land purchase		£40,560.11	
	Cemetery a/c balance		£26,793.26	
				£67,353.37

Date & Time: Tuesday 24th June 2021 at 7pm

Present: Cllr S Mansell – Chairman (SM), Cllr P Pettit – Vice Chairman (PP), Cllr G Bate (GB), Cllr S Elliott (SE) Cllr J Lamming (JL) Cllr D O’Connell (DO), Cllr L Cressey (LC), Cllr H Robinson (HR) A Barker – Clerk (AB)

Members of the Public Present: None present

Public Forum - The Public Forum will commence 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.

AGENDA

2021/06/01	To note apologies for absence	
	Cllr G Shields (GS) Cllr R Bate (RB) Cllr J Preston (JP)	
2021/06/02	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: None	
2021/06/03	To note and consider the Annual Internal Audit report for the financial year 2020/2021, which forms part of Annual Governance and Accountability Report (AGAR)	
	Cllrs thanked Cara Young (Outgoing Locum RFO) for the work completed in conjunction with the internal auditor and AB to ensure the audit could be finalised within the prescribed time scale. The internal auditor D Waterson of Barrow Bookkeeping completed the internal audit on 20 th June 2021. Review completed of the Annual Internal Audit report. For responses marked as ‘No’ the implications considered, and the actions being taken to address any weaknesses in control identified. The internal audit detailed report discussed.	
2021/06/04	To consider and approve Section 1 – Annual Governance Statement of AGAR 2020/2021	
	The Parish Cllrs had previously received by E Mail on 19.06.21 the Annual Return Assertions Proforma, and the Governance and Accountability on 24.06.21. Review of the effectiveness of the system of internal control completed. Annual Governance Statement 2020/21 approved. Proposed: GB Seconded: HR Outcome: All Councillors voted in favour.	
2021/06/05	To consider and approve Section 2 – Annual Accounting Statements 2020/2021 and supporting documents for AGAR	
	Review of the Annual Accounting Statement including supporting documentation completed and approved. Discussion completed with regards to the recording of the maturing savings account which has been recorded as income. It was agreed there were two opinions on how to record. Cllrs accept the figures as recorded. Proposed: LC Seconded: JL Outcome: All Councillors voted in favour. The dates set for the period of exercise of public rights commences on 28 th June 2021 and ends on 6 th August 2021. During this period, the Annual Governance Statement and Accounting Statements for 2020/21 will be available to view on the Parish noticeboards and the website. Update to the minutes approved 13.07.21. It was resolved that the minute 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 voted in favour.	
2021/06/06	Finance – to agree payments in accordance with the budget. ▪ To approve schedule of payments	
	Payments requiring pre authorisation for payment:- ▪ Starboard Systems Limited (Scribe). £582.00 ▪ P Pettit – MS Office £79.99 ▪ P Pettit - Zoom Subscription £146.78	

	<ul style="list-style-type: none"> RoSPA Play Safety Inspection – To be completed Sept / Oct. Agreed future expenditure of £151 + VAT. <p>Proposed: HR Seconded: DO Outcome: All Councillors voted in favour. The Scribe Accounting package, which is purpose built for Parish and Town Councils, purchased initially for 12 months will be used with records uploaded, with effect from 1st April 2021.</p>	
	Next Full Parish Council Meeting Tuesday 13th July 2021 at 7pm – Newport Primary School – Hall Entrance	
	Meeting closed at 7.41pm	

Newport Parish Council Meeting

Date & Time: Tuesday 8th June 2021 at 7pm

Present: Cllr S Mansell – Chairman (SM), Cllr P Pettit – Vice Chairman (PP), Cllr G Bate (GB), Cllr R Bate (RB), Cllr S Elliott (SE) Cllr J Lamming (JL) Cllr D O’Connell (DO), Cllr J Preston (JP) A Barker – Clerk (AB)

Members of the Public Present: Helen Robinson (HR)

AGENDA

2021/06/01	Introductions for the benefit of the new Parish Councillor and the new Clerk/RFO	Action
	- Cllrs and the Clerk provided a brief introduction	
2021/06/02	Public Participation – 15 minutes maximum with 3 minutes for person	
	- Helen Robinson spoke at item 2021/06/06. No other members of the public or ward cllrs attended	
2021/06/03	To note apologies for absence	
	Cllr G Shields (GS) Cllr L Cressey (LC)	
2021/06/04	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: None	
2021/06/05	To approve draft minutes of the Parish Council Meeting, Annual Council Meeting, Annual Parish Meeting held on 4 th May 2021 and the Parish Council meeting on the 21 st May 2021	
	Proposed: JL Seconded: PP Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GB signed and dated each page of the minutes of the Annual Parish Meeting. SM signed and dated each page of the minutes of both Parish Council meetings and the Annual Parish Council meeting to confirm them as a true record of the meeting.	
2021/06/06	Casual Vacancy – Consideration of the application received	
	Application received from Helen Robinson prior to the meeting to be co-opted as a member of the council. The meeting was adjourned to enable Cllrs to hear a short presentation from the applicant on her application covering the following areas: - Why Helen would like to join the Parish Council, relevant skills knowledge and experience, suggestions re the key parts of the village that require protection/improvement and electronic communications proficiency. The meeting was reconvened. Resolved: that Helen Robinson should be co-opted as a member of Newport Parish Council. Proposed: DO Seconded: JP Outcome: All Councillors voted in favour	
2021/06/07	Matters arising from the previous meeting	
	None	
2021/06/08	Newport Parish Community Projects and Parish Matters	
	- Market Weighton Canal Trail – Brief update provided with regards to the progress of the project. The Parish Council provided a letter of support for the project on 19.04.21.	

	<p>Market Weighton Town Council are the responsible authority with GS working independently of the Parish Council as lead contact / project manager.</p> <ul style="list-style-type: none"> - Gilberdyke Parish Council - outstanding finances in relation to the Youth Project. Further details of the outstanding debt and further request for payment to be forwarded to the Gilberdyke PC clerk by 15.06.21 as requested. A copy of the proposed response to be circulated to Cllrs on 10.06.21. - Highways / Paths – road repairs for Canal Side East and West – Detailed information circulated prior to the meeting by RB. Contact to be made with Jim McGivern (ERYC Parish & Area Liaison Team leader – Taskforce and Environmental Enforcement). - Parish Flag replacement. Cllrs resolved to purchase a new Union Jack and a new Yorkshire County Rose flag at a total cost of £382.55. Proposed: GB Seconded: DO Outcome: All Cllrs voted in favour - Market Weighton Canal Bank Stabilisation – Ouse and Humber Drainage Board update previously shared with Cllrs 14.05.21. Extract of the letter to be added to the notice board. - Newport Canal Sewage – Correspondence ongoing with Richard Laverack ERYC. Further update requested from JL. 	<p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p> <p>JL</p>
2021/06/09	To consider planning applications received and note planning decisions	
	<p>Planning Applications to consider at this meeting: -</p> <ul style="list-style-type: none"> - 21/01669/PLF Proposal: 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 Location: 4 Turks Head Gardens Newport Applicant: James and Stephanie Forman and Openshaw Application type: Full Planning Permission. Approved by NPC 08.06.21. - 21/01613/STREM Proposal: 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. <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> - 19/03239/PLF Proposal: Erection of two dwellings and detached garages (Plot 6 and 7) Location: Meadow Court Development Land Main Road Newport Applicant: Michael James Property Developments Limited Approved by ERYC 17.05.21 - 21/00513/STREM Proposal: Erection of building consisting of warehouse and two storey office/storage and associated service yard, car parking and landscaping Location: Land North of Main Road Newport Applicant: Green Park Commercial Limited Approved by ERYC 01.06.21 <p>Awaiting ERYC decision on applications commented on prior to the last meeting: -</p> <ul style="list-style-type: none"> - None <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> - None <p>Other Planning Matters</p> <ul style="list-style-type: none"> - 20/04176/PLF Construction of equestrian sand school for private use (retrospective application) (resubmission of 20/01523/PLF) at Carrfield House Carr Lane Newport for Mr & Mr Wardle I write to advise you that the above application will be considered by the Western Area Planning Sub Committee on 8 June 2021. 	
2021/06/10	Clerk and Councillor Training	
	<ul style="list-style-type: none"> - Cllrs agreed that AB will forward details of any future courses to Cllrs when received. - NPC Training Budget for 2021/22 confirmed as £500. - Due to the need for urgency when booking courses, Cllrs will respond to AB with requests to attend and AB will consult with SM prior to making bookings. - All courses to be booked by AB under delegated authority. - Course attendance will be prioritised for Cllrs with areas of interest. - AB to provide information with regards to historic courses. 	AB

2021/06/11	Newport July newsletter (LC)	
	<ul style="list-style-type: none"> - LC is co-ordinating the information to be included in the newsletter. - SM requested that all contributions are circulated by E Mail for the Newsletter to be finalised at the July NPC meeting. - Quotations for printing to be obtained and presented to the July meeting for approval 	LC
2021/06/12	Clerks Report	
	<ul style="list-style-type: none"> - Update provided with regards to the activities undertaken since appointment on 01.06.21. - Process for responding to planning applications. AB to provide further information to Cllrs with regards to the protocols and process used in other Parish Councils for submitting consultee comments along with any potential updates required to the standing orders. - Full contact details requested for RB / GB / SE - With the advent of GDPR, Town, Community and Parish Cllrs and the Clerk should no longer use personal email account for council business. PP will provide further information to Cllrs with regards to the use of the cllr@newportpc.org.uk E Mail addresses previously set up. - Parish records are being retrieved to enable a full handover of documents and the colour printer to AB. - Noticeboard keys received. Further consideration to be given to improving the information provided on the noticeboards. Refurbishment of the noticeboards completed by Paul Nicholson. - Playground annual inspection – Booking request made to Playsafety (ROSPA) on 05.06.21 - Newport Facebook page – PP to provide further information at the July meeting. <p>Items of proposed expenditure for approval</p> <ul style="list-style-type: none"> - Currently there is no External Hard Drive Back Up of the Parish Council laptop used by the Clerk or Laptop Mouse. Cllrs agreed that these are essential items of equipment that should be purchased on behalf of NPC and expenses reclaimed by the Clerk. - Replacement salt bin requested for the bin located outside Newport Computers due to it being damaged. Quotation shared for a green replacement from Glasdon (£225.80 incl VAT). No lock or ground fixing required. - Newport Clerk Business Telephone Line – Monthly Expense of £6 to be reclaimed via expenses monthly. - Proposed: JL Seconded: DO Outcome: All Councillors voted in favour <p>RB left the meeting at 7.54pm</p>	<p>AB</p> <p>PP</p> <p>SM</p> <p>AB</p> <p>AB</p> <p>PP</p> <p>AB</p> <p>AB</p> <p>AB</p>
2021/06/13	To note correspondence received	
	<ul style="list-style-type: none"> - Keep Britain Tidy – Great British Spring Clean 2021 – To be planned for 2022. - ERNLLCA - Revised Standing Orders 03.06.21 – No further action currently. - ERNLLCA Newsletter distributed 01.06.21. - ERNLLCA District Committee nominations 03.06.21 – GB to be nominated. - NHS Newsletter distributed 01.06.21. - Dog Theft – PC Simon Palmer update provided 27.04.21. - ERYC Draft Local Plan update 01.06.21 – PP to add further information to the Website / Facebook and Notice board - Thimblehall Lane Fence / Footpath (GS) – PP confirmed that this work has been completed by Pete Coates. - ERYC Town and Parish Council planning liaison meetings – 22nd and 24th June. Any Cllrs wishing to attend to request AB reserve a place. - Overhanging Tree – 7 Teal Road. Request sent Jim McGivern (ERYC) on 07.06.21 	<p>AB</p> <p>PP</p>
2021/06/14	Burials / Cemetery	
	<ul style="list-style-type: none"> - Burial Clerk Report prepared by Cara Young presented by SM along with a brief financial update. - Contribution from Gilberdyke Parish Council of £1700 per annum requested on 03.06.21 as per the E Mail from Andrew Crabbe (GPC) on 20.05.21 - Cara Young to meet with SP Memorials 09.06.21 to discuss inspection requirements and obtain a quote for the work. 	
2021/06/15	Finance – to agree payments in accordance with the budget.	

	<ul style="list-style-type: none"> - Financial report for April and May 2021 forwarded to Cllrs 07.06.21. - Monthly formal review and sign off process to be agreed. - To approve schedule of payments <ul style="list-style-type: none"> ▪ P Nicholson – Noticeboard Refurbishment - £176.50 ▪ Newport Clerk Business Line – Ongoing monthly expense £6 wef June 21 ▪ Glasdon Replacement Salt Bin – TBC. Estimate £225.80 ▪ Purchase of External Hard Drive / Mouse – TBC. Estimate £50 ▪ Parish Flag Replacement – TBC. Estimate £382.55 - Annual Audit - Annual Governance & Accountability Return for the Year Ending 31st March 2021 to be completed prior to the 30th June. Period of public rights to start on 1st July at the latest. - Management of Deposit Accounts discussed. AB to prepare details of updated rates available to present to the July meeting. - Cllrs approved the Appointment of the Internal Auditor 2021 – Barrow Bookkeeping to be requested to complete the audit. <p>Proposed: GB Seconded: PP Outcome: All Councillors voted in favour</p>	<p>AB/SM</p> <p>AB</p> <p>AB</p>
2021/06/16	Any items of a confidential nature to be discussed	
	- None	
	Date of next meeting: To complete the Governance and Accountability return Thursday 24th June 2021 – Newport Primary School – Hall Entrance	
	Next Full Parish Council Meeting Tuesday 13th July 2021 – Newport Primary School – Hall Entrance	
	Meeting closed at 8.32pm	

NPC/5.2021/0015

NEWPORT PARISH COUNCIL – Clerk Sue Nicholson

MINUTES OF THE MEETING HELD VIA ZOOM TUESDAY 4 MAY 2021. THIS MEETING

FOLLOWED THE PARISH COUNCIL ANNUAL MEETING AND THE PARISH ANNUAL MEETING

1.PUBLIC PARTICIPATION

7 Resident from Grebe Road expressing concerns regarding a broken/missing fence/gate and the suspicion that gates to properties are being marked for dog theft. The Clerk confirm that the police had been contact. The Clerk to request the contractor to repair the fence etc.

☐ Resident from Canal Side – expressing concerns regarding the work by the drainage board.

Were the materials being used good? How long are the road closures going to go on for?

Parking and access for residents? The work rate of the team seems to be very low which means the job will take longer. The Clerk to contact Ouse & Humber Drainage Board with these concerns.

2.APOLOGIES - none.

PRESENT

Cllrs. G Bate; G Shields; R Bate; L Cressey; S Mansell – Chairman; D O’Connell; P Pettit;

J Lamming; S A Elliot; J Bailey

Members of the public: F Butler, R Hunt, T Walker

3.CASUAL VACANCY

It was resolved to welcome Joanne Bailey to the parish council as a co-opted member.

4.ANY DECLARATION OF INTERESTS

G Shields – C.I.C., Market Weighton Canal Trail

L Cressey – C.I.C., Market Weighton Canal Trail

S Mansell – C.I.C, Market Weighton Canal Trail

D O'Connell – C.I.C., Market Weighton Canal Trail

P Pettit – I.T. for C.I.C

5.CONFIRMATION OF PREVIOUS PARISH COUNCIL MEETING MINUTES – APRIL 2021 – resolved to sign these as a true record.

6.CORRESPONDENCE

☐ ERNLLCA – various

☐ ERYC – LA/SASC x 3 confidential

☐ ERYC – Lucy Bishop – regarding cemetery inspections

☐ ERYC – the law will be changed from 7 May 2021 – virtual meetings will no longer be held.

Signed as a True and Accurate Record by the Chairman Date

NPC/5.2021/0016

7.REPORTS

☐ The Clerk reported that the Environment Agency has not yet come back with information regarding fishing licenses, play area lease and magnet fishing.

☐ SCRIBE – P Pettit – the last years accounts are ready, and the parish council can now easily move on with the system.

☐ Market Weighton Canal Trail – covered previously.

☐ Youth Project – L Cressy is happy with the response to the survey. The play area at the brickyard is not used to its potential. This will be investigated.

☐ Burials and closed churchyard – to be placed on the June agenda. The ERYC will carry out an inspection but will let the parish council know the costs.

☐ Highway/paths – the Clerk reported that some pothole repairs had been carried out in the area.

8.PLANNING

Planning approval: 21/00540/PLF erection of single storey extension to side and rear following demolition at 69 Oak Drive, Newport

Planning approval: 20/01569/STVAR various of condition 12 (19/00371) STPLF storage at land south of JZ FLOWERS – North Cave

9. NEWPORT C.I.C.

L Cressey gave a short update. The Companies house application has been submitted and will be approved with a Company number in a few weeks. Directors of the C.I.C. will be sought. All information will be circulated when available and it has to be remembered that this is an initiative of the parish council NOT run by the parish council.

10. REVIEW OF THE BUDGET FOR THE COMING YEAR – deferred to the next appropriate parish council meeting.

11. FINANCES – finance report received

12. DATE OF THE NEXT MEETING – this will be held 7pm Tuesday 7 June 2021 at Newport School.

The meeting will be face-to-face unless there are any changes from HM Government.

CHAIRMAN

Signed as a True and Accurate Record by the Chairman Date

NPC/5.2021/0017

CONFIDENTIAL

1. Selection of a new Clerk:

☒ The parish council to contact ERNLLCA regarding what the correct wage scale should be for a Clerk to Newport Parish Council

☒ The parish council will consider a Clerk post for the parish council and a Clerk post for the burials.

☒ It was noted that CY has not been paid for any finance of burial work since January 2021.

☒ CY to be asked to consider carrying on until June when the new Clerk is in post.

2. To receive:

LA/SASC/328/SHIELDS/NEWPORT

LA/SASC/329/SHIELDS/NEWPORT

LA/SASC/334/PETTIT/NEWPORT

There being no further business the meetings closed at 9.30pm.

CHAIRMAN

NPC/5.2021/ 0014

NEWPORT PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

VIA ZOOM 6.30PM TUESDAY 4 MAY 2021

1.ELECTION OF CHAIR - P Pettit proposed G Bate for Chairman. D O'Connell proposed S Mansell for Chairman. With a vote of 2 to 5 S Mansell took the Chair.

2.APOLOGIES – any apologies for the ANNUAL PARISH COUNCIL MEETING – none

PRESENT: Cllrs. G Bate, R Bate, P Pettit, G Shields, J Lamming, L Cressey, S Mansell, D O'Connell, S Elliott

Members of the public present: R Hunt, F Butler, T Walker, J Bailey

3.DECLARATION OF INTERESTS – none

4.CASUSAL VACANCY – there are 2 casual vacancies at the moment and the parish council is now in a position to co-opt new members.

5.ELECTION OF VICE CHAIR – Mr P Pettit to remain as Vice-Chairman

6.ELECTION OF COMMITTEE MEMBERS

a. Personnel Committee – G Shields, D O'Connell, L Cressey, R Bate

b. Burial Committee – G Bate, J Lamming, P Pettit, D O'Connell

7.CONFIRMATION OF PREVIOUS ANNUAL PARISH MEETING MINUTES – Unable to confirm any minutes for 2019 due to staffing issues. Unable to confirm any minutes for 2020 due to staffing issues and the COVID 19 pandemic.

8.EXTERNAL AND INTERNAL AUDITORS – RFJ LITTLEJOHN – external. The Clerk to obtain an internal auditor.

There being no further business the meeting closed at 7.28 pm.

CHAIRMAN`

NPC/5.2021/0012

NEWPORT ANNUAL PARISH MEETING – Clerk Sue Nicholson

MINUTES OF THE MEETING HELD TUESDAY 4 MAY 2021 VIA ZOOM

6.30PM

1.ELECTION OF CHAIRMAN FOR THE DURATION OF THE ANNUAL PARISH MEETING – G Bate, as Chairman of Newport Parish Council, took the Chair.

2.APOLOGIES for the ANNUAL PARISH MEETING – none

PRESENT:

F Butler, G Shields, G Bate, L Cressey, Paul Pettit, S Mansell, R Bate, J Lamming, R Hunt, D O’Connell, S Elliott, J Bentley

3.CONFIRMATION OF PREVIOUS ANNUAL PARISH MEETING MINUTES

Unfortunately, due to staffing issues, there are no minutes of the ANNUAL PARISH MEETING for 2019. Also, due to staffing issues and the COVID 19 pandemic there are no minutes for the ANNUAL PARISH MEETING for 2020.

4.REPORTS

☐ F Butler – reported that the Community Action Group was still on the backburner but would wish to get involved with any new projects such as the Market Weighton Canal Trail and general improvements around the village.

☐ S Mansell – CORONAVIRUS SUPPORT GROUP – have raised funds to provide three metal soldiers.

☐ ‘Have your say’ a recent survey – plenty of response from the youngsters – showing support for a skatepark and basketball court.

☐ G Shields – Market Weighton Canal Trail – the group has applied to the Heritage Lottery Fund and now looking for volunteers for clearing the route etc and getting village school children involved. Working with the ERY Council Public Rights of Way Officer and can confirm that the majority of the route is accessible either as footpath or bridleway. The parish plan carried out in 2006 showed an 86% support for redeveloping the Market Weighton Canal Trail. The school children, both primary and secondary, are showing an interest to become involved. There is also scope to open up spur routes along the way. One spur leads to the Wetlands at north Cave. There will be information boards at these spur junctions. Oral histories to be gathered, re-doing and creating styles and fences – all included in the Heritage Lottery Fund bid. It is also the 250th anniversary of Act of Parliament for the Market Weighton Canal. A reduced digital version of the Parish Plan will be made available to the Clerk. The actual paper version is quite a substantial document.

☐ R Hunt – concerned that the Youth Project collapsed last year along with the relationship between Gilberdyke and Newport Parish Councils.

It was confirmed that Newport pc is in the process of supporting a village Youth Project which will differ from the previous one – ages and activities - but youngsters from other surrounding parishes will also be included. It is believed that Gilberdyke pc is looking at re-starting the youth project in Gilberdyke as it was. As with the Gilberdyke youth project – youngsters from other local

Signed as a True and Accurate Record by the Chairman Date

NPC/5.2021/0013

surrounding parishes will be included. A survey is being processed at the moment and as soon as it is completed there will be a full report.

The parish council is keen to work with Gilberdyke Parish Council in the future.

☐ R Hunt - Also, why has there been so many Clerks to the parish council over the past years?

The parish council is working towards getting a new Clerk in the very near future and it is hoped everyone can then move on in a positive way.

5.OPEN FORUM – as above.

There being no further business the meeting closed at 7.28pm.

CHAIRMAN

NPC/4.2021/0006

NEWPORT PARISH COUNCIL

MINUTES OF THE MEETING HELD TUESDAY 13 APRIL 2021

7PM VIA ZOOM – Clerk Sue Nicholson

1.PUBLIC PARTICIPATION – none

2.APOLOGIES – none received

PRESENT

Cllrs R Bate : G Bate – Chairman: J Lamming : L Cressey : S Mansell : G Shields :

P Pettit : D O’Connell

3.CASUAL VACANCY

Following the re-advertising of the two casual vacancies – two interested parties have contacted the Clerk. Unfortunately one has had to with hold his application for family health problems but the second has forwarded a letter of interest to the parish council.

The Clerk to respond and invite her to the next meeting to be held Tuesday 4 May 2021 (ZOOM).

4.DECLARATIONS OF INTERESTS

G Shields – advising on C.I.C. creation: Market Weighton Canal Trail

L Cressey – planning – personal

L Cressey – C.I.C. : Market Weighton Canal Trail

S Mansell – C.I.C.: Market Weighton Canal Trail

P Pettit – I.T. tasks for the C.I.C.

5.CONFIRMATION OF PREVIOUS PARISH COUNCIL MEETING MINUTES-March 2021

☑ To change a few typing errors – Sharron not Shannon: Debby O’Connell

☑ Agenda item 15 – G Bate not R Bate

Proposed S Mansell and seconded J Lamming to sign the minutes – resolved.

6.CORRESPONDENCE FROM THE EAST RIDING OF YORKSHIRECOUNCIL REGARDING HOLDING ZOOM MEETINGS. This will cease from the 7 May 2021. The law for holding face-to-face meetings was changed in 2020 for the covid pandemic to allow parish councils to meet via ZOOM or TEAM.

NPC/4.2021/0007

The Annual Parish meeting, the Annual Parish Council meeting and the scheduled May Parish Council meetings will be held 4 May 2021 via ZOOM. Resolved.

Proposed G Bate seconded S Mansell – 1 abstention G Shields. Resolved.

(for information the Annual Parish meeting HAS to be held between 1 March and 1 June and can not start BEFORE 6pm.)

7.FINANCES

Receipts and payments March 2021 – Community account

Payments made to be retrospectively authorised

Date Type Description Payments Receipts Balance

31.3.21 BP HMRC/PAYW/NIC CUMB 391PK00171432

-104.15 60,290.67

31.3.21 BP Linda Cressey invoice 2595849

-59.15 60,394.82

31.3.21 BP Linda Cressey invoice 2595848

-59.15 60,453.90

31.3.21 BP Susan Nicholson March 2021 pay

-706.80 60,513.12

30.3.21 BP PW COATES invoice 0195-1096

-548.00 61,219.92

30.3.21 BP PW COATES invoice 0197

-370.00 61,767.92

30.3.21 BP A SEFTON -300.00 62,137.92

17.3.21 BP ERNLLCA invoice SI-1042

-180.00 62,437.92

12.3.21 CR HESS R+SA CY/REED 270.00 62,617.92

Payments requiring pre authorisation for payment

ERYC 219.44

ERNLLCA 651.45

NPC/4.2021/0008

7.FINANCES contd.....

Final payment for 20/21 agreed by HMRC

Re-imburement for payment of Solo Press invoice

Re-imburement for payment of Solo Press invoice

Staff

Roads s137 and grass cutting

Churchyard

Cemetery

Overdue invoice for unauthorised training sessions

Burials

21/22 fee for collection and disposal of cemetery waste

21/22 annual subscription

8.C.I.C. GOVERNANCE AND COMPLIANCE WITH FINANCIAL REGULATIONS

The parish council has been made aware of comments and concerns surrounding unauthorised expenditure. The members have been given various items of information regarding parish council finances by the Clerk. The parish council discussed the

reasons, which included that fact that it had been a very difficult year with staffing problems and the COVID pandemic. It was resolved by the parish council to retrospectively authorise the payments and move on.

It was generally felt that the parish had appreciated and enjoyed the Christmas lights and the new newsletter was proving popular.

The Clerk to let the parish council have information regarding s137.

9.SCRIBE

P Pettit gave a short update regarding the setting up of the SCRIBE finance system.

Everything is in place and will be ready for the new Clerk. G Shields asked if the terms of the contract could be forwarded to all members. Having SCRIBE will make a handover to the new Clerk easier. D O'Connell proposed P Pettit be thanked for all his hard work setting up SCRIBE. The parish council members are encouraged to access SCRIBE.

NPC/4.2021/0009

10.CORRESPONDENCE

☐ Richard Shearman - Environment Agency - response regarding the lease renewal and fishing licences

☐ ERNLLCA – various

☐ ERYC – Ann Hamilton - cemetery lease – circulated

☐ RBLI – shop for VE DAY – the parish council noted that 1 soldier on the bridge had been purchased through donations (Fiona) with 2 more expected. The Clerk to thank Fiona for her kindness and hard work raising the funds.

☐ Humberside Police – monthly update

☐ ERYC temporary road closure Canal Side and Wallingfen Lane

☐ GPC – finances

☐ Markt Weighton Canal Trail – update

☐ KEEP BRITAIN TIDY

☐ ERYC -remote meetings

☐ ERYC – highways

☐ ERYC – electoral services

☐ NHS -newsletter – the Clerk to confirm that Newport Parish Council is happy to be involved

☐ Banner for the pre-school – the parish council has no objections but there may be a need for planning at the ERYC to be involved.

11.MARKET WEIGHTON CANAL TRAIL

Mr G Shields, as a volunteer for the MW Canal Trail – gave a short update. £7,500 has been awarded from the ERYC commuted sums for Market Weighton.

The total budget for the work is £50,000.00 with £12,00.00 held in account. A letter has been sent out requesting the local parish councils give their continued support for this trail.

The Clerk to forward a letter of support from the parish council. The residents of the areas are to be asked what they would like to see happen with the trail – how it is used etc. Newport primary school has involved the trail in its curriculum for local history.

A further application to the Heritage Fund will be made which will include the support letters and suggestions for activities i.e. wildlife studies, oral history, local history etc.

Volunteers are required and any publicity would be welcomed – FACEBOOK etc.

(The Clerk to obtain information for s106 commuted sums for the parish council members).

NPC/4.2021/0010

12.BURIALS, BURIAL COMMITTEE, BURIAL RULES AND REGULATIONS

The documents received – copy of the lease for the cemetery and access road; Local Authorities Cemetery Order 1977 (legal document; and for information the Diocese of York information about maintenance of a closed churchyard.

A request has been made to hold a burial on a Saturday. The reasons for holding a burial on a Saturday do not match the rules and regulations of the cemetery. It was resolved to change the rules and regulations in such a way as to allow this particular burial to take place but the parish council will look at changing the rules and regulations at a later date.

13.YOUTH PROJECT – deferred to the May 2021 meeting.

14.ENVIRONMENT AGENCY -the Clerk reported that nothing further had been received from the Environment Agency regarding fishing licensing and the new play area agreement. There is now concern regarding MAGNET FISHING. The Clerk to contact the Environment Agency again.

15.ANY REPORTS -none received

16.PLANNING

Planning approvals:

21/00076/PLF erection of single storey extension to rear at 1 Ocean Drive, Newport

20/03982/PLF erection of a two storey extension to side at 63 Oak Drive, Newport

17.NOTICE BOARDS

Paul Nicholson is prepared to carry out the repairs to the two notice boards and will include new locks. The parish council agreed a budget of up to £200.

CHAIRMAN

NPC/4.2021/0011

CONFIDENTIAL

There being no further business the meetings closed at 9.12 pm.

CHAIRMAN

NPC/3.2012/0001 (Clerk Sue Nicholson)

NEWPORT PARISH COUNCIL

MINUTES OF THE MEETING HELD TUESDAY

9 MARCH 2021 7PM VIA ZOOM

1.Public participation -none.

2.Present:

Parish Councillors: J Lamming, L Cressey, Paul Pettit, Graham Bate,

Richard Bate, Shannon Mansell, Gordon Shields, Steve Elliott,

Debbie O'Connell

Apologies: - none

3.Any declarations of interest – Cllr O'Connor – personal – finance - burials

4 Confirmation of previous parish council meeting minutes - held

9 February 2021 – proposed Cllr Mansell seconded Cllr O'Connor – resolved to sign these as a true record.

5.Finance report – received by the members with a copy attached to

the minutes. Proposed Cllr R Bate seconded Cllr O'Connor – resolved to accept the financial report.

6. and 9. Bank account primary user and to agree Cllrs Pettit and Cressey to manage payment and the accounts until the new Clerk is in position. It was proposed by Cllr G Bate and seconded by Cllr Mansell to change the agreement to Cllrs Pettit, Cressey and Shields to manage the finances. This will be a temporary arrangement. When the new Clerk is in position a former Clerk (C Y) will be removed and the new Clerk added. Resolved.

7. Outstanding amount of £8,000 from Gilberdyke Parish Council regarding the Youth Project

The former Clerk (CY) is in contact with the Clerk to Gilberdyke Parish Council working towards resolving this situation.

NPC/3.2021/0002

Cllr Pettit to contact the Gilberdyke Parish Council Clerk to ascertain if all the relevant information had been received.

8. To consider using accounting software for the parish council accounts

It was proposed by Cllr Pettit to have a central accounting system for the parish council to use. Cllrs Pettit and Cressey have researched SCRIBE which is written for parish councils. It offers free training and support for £24.00 per month.

Points raised: there are only a small number of transactions is there a system for small transaction: trial for 1 year: renew or not: could wait until the new Clerk in post: Cllrs Pettit and Cressey to work the SCRIBE system until the new Clerk is in post.

Proposed Cllr Lamming to trial the system for 1 year and see how the system works and the new Clerk to use the system if agreed.

The system to commence 1.4.2021 – all agreed. Cllr Pettit to organise setting up the software for the parish council.

10. External reports

☐ Report received and circulated to all parish councillors from the police – the report included x3 none payment of fuel at Triangle Garage, report of 6 quad bikes and 1 motor bike on Wallingfen Lane and 1 male arrested and charged with making threats and possession of an offensive weapon.

11. Refurbishment of notice boards

Following a village inspection Cllr Pettit suggested the two notice boards – 1 on the wall of LONDIS shop and the multi sided one nearby could be repaired and refurbished. A suggested quote of £100 from Paul Nicholson, Blacktoft has been received. It was proposed to also place on FACEBOOK and the website if anyone else would like to take up the opportunity to refurbish the two notice boards. Should the parish council decide to have

NPC/3.2021/0003

replacement notice boards funding may be available through the Market Weighton Canal Trail.

12. Casual Vacancies – the Clerk will go through the process again via the East Riding of Yorkshire Council and a notice to be posted again in the notice boards and on the website and FACEBOOK.

13. Correspondence

☐ ERYC – notification of local access forum meeting to be held via ZOOM on Wednesday 17 March 2021 2.00pm.

14. Renewal of 5 year fishing license for the Market Weighton canal

The 5 year agreement with the Environment Agency has lapsed.

There also is a need for water bailiffs to check licences. CY to be asked if she is still willing to be bailiff for the time being – Cllrs Mansell and Lamming. The information regarding fishing licences to be redone and placed in the notice boards etc. The Clerk to contact the Environment Agency regarding the 5 year agreement.

15. Burial duties and the cemetery

C Y has requested the sum of £750 be agreed to pay for the removal

of turf and re-seeding of 30x graves at £25 per grave by Andy Sefton. Proposed Cllr R Bate and seconded by Cllr Elliott – it was resolved to pay the amount.

C Y is prepared to stay in post for the burials until the new Clerk is appointed.

The cost of an inspection of the headstones etc has been given as £5,000. The parish councillors feel there is a need for clarification as to what the parish council is responsible for in the closed churchyard. Cllr R Bate and C Y to meet to discuss the agreement and costs for information only for an extension to the cemetery.

NPC/3.2021/0004

16. and 19. Terms of reference for the Personnel Committee and Safer Recruitment Policy

It was agreed to accept the changes and to review both annually.

There was 1 abstention.

18. Method of handing over information to the new Clerk

It was agreed that all the information and correspondence would be held by the Chairman and handed over to the new Clerk.

20. Planning

21. Date of the next meeting – Tuesday 13 April 2021 7pm via ZOOM

CHAIRMAN

Minutes of the Newport Parish Council held at 7.00 pm at the Virtual Video

Meeting on 9 February 2021 – Minutes prepared by the chair and assisted by the locum clerk Sue Nicholson

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

Members of public present: 0

1 Public Session - Ref: 152 No members of the public present

2 To receive apologies and reasons for absence - Ref: 153 All the Cllrs in attendance with Cllr Elliot arriving

late.

3 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:

154 None

4 To approve draft minutes of the Parish Council Meeting held on 12th January 2021 - Ref: 155

It was resolved to approve the minutes as a true record

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

5 To approve draft minutes of the Parish Council Meeting held on 22nd January 2021 - Ref: 156

It was resolved to approve the minutes as a true record

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

6 Finance Report - Ref: 157

a) Financial report for period ending 31st January 2021 - Ref: 157

It was resolved to approve the accounting statements for period ending 31/12/20 as a true record

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

b) To approve Schedule of payments - Ref: 158

It was resolved to approve the schedule of payments by email, chair to circulate

following the meeting Proposed: Cllr S Mansell Seconded: Cllr D. O'Connell. All in

favour.

7 To receive any reports from external organisations - Ref: 159

c) Reports by Humberside Police - Ref: 160

None received.

b) Reports by Unitary Councillors - Ref: 161

None received.

8 Parish Matters - To receive any report or consider any appropriate action - Ref: 162

a) Councillor Casual Vacancy - Ref: 163 Two vacancies remain.

b) Review Tracking Report

Correct to the end of January 2021 and circulated prior to meeting. Not discussed in detail.

c) To agree Temporary locum clerk duties. - Ref: 164

d) Zoom Licence - Ref: 165

Minutes of the Newport Parish Council held at 7.00 pm at the Virtual
Video Meeting on 9 February 2021

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Cllr Pettit gave an oversight of the previous and proposed zoom licenses used by the council and stressed the

importance of hosting and domain to be controlled by NPC and paid by them. Cllr Pettit to pay and claim back

Zoom and hosting.

e) Banking Payments – Ref 166

It was agreed to ask Cara Young to and prepare financial statements, and schedules of payments for each

meeting and make payments on behalf of the council, as the proposed new locum clerk (Sue Nicholson) was

not familiar with electronic banking.

f) Agenda, minutes, correspondence, accessing parish emails - Ref: 167

It was agreed for this to be done by the proposed new locum clerk (Sue Nicholson)

g) To agree Procedures for the appointment of a Temporary Clerk. - Ref: 168

h) Advertising

It was agreed to advertise for the new clerks post for 2 weeks in the Goole Times and also to place the advert on the ERNECCA web site. Proposed Cllr D. O'Connell seconder Cllr S Mansell.
All in favour.

i) Reference Check Ref: 169

It was agreed to ask ERYC to undertake the taking up of references on behalf of the NPC. Proposed Cllr R Bate Seconder P Pettit. All in favour.

k) DBS check Ref: 170

After discussion it was agreed k to ask for a Standard DBS check on the successful applicant. Cllr Mansell to lead.

Proposed Cllr R Bate Seconder P Pettit. All in favour.

l) Interview Questions (to include financial matters) Ref: 171

it was agreed that all Cllrs should be involved in agreeing the questions to be asked of the candidates. Proposed Cllr R Bate Seconder P Pettit. All in favour.

m) Interview panel members Ref: 172

It was agreed that three Cllrs should be on the interview panel. With one member experienced in interviews / recruitment. S Mansell to write this into the policy. Proposed Cllr S Mansell Seconder L Cressey. All in favour.

n) Scoring method for candidates to be interviewed Ref: 173

Personal Committee to send details of used Scoring system to S Mansell, to be added to policy.

All Councillors to have overview / sight of applications

one person to lead the process, and collate the applications and circulate the information in good time, with recommendations.

Panel was to still to make recommendations.

S Mansell to produce recruitment Policy

Proposed Cllr J Lamming Seconder L Cressey. All in favour.

o) Probation period Ref: 174

Cllr G Bate to review

p) Probation questions from councillor's (through the chair rec .by ERYC)Ref: 175

It was agreed that any questions on the subject of probation should be put through the chair as recommended by ERYC. Proposed G Bate Seconder S Mansell All in favour.

q) Membership of the personnel committee (Cllr P Pettit) Ref: 176

All members of the council are defacto members of the Personal subcommittee, and members are selected on for any given task.

Minutes of the Newport Parish Council held at 7.00 pm at the Virtual

Video Meeting on 9 February 2021

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Proposed R Bate Seconder J Lamming All in favour

r) Recruitment policy, Probationary period policy, employer pension scheme (Cllr P Pettit)

Ref:177

Cllr G Shields to circulate staff handbook and defer to next meeting, Cllr S Mansell to review Recruitment policy and probationary policy.

s) Lease agreement re burial road (Cllr J Lamming) Ref: 178

Burial Clerk to attend next Parish meeting to discuss the lease.

Lease agreement to be an agenda item next month.

t) Discuss and resolve outstanding financial and administrative matters (Cllr G Shields) Ref

: 179

Recap on the outstanding finances

Cemetery path, VAT reclaim

£8000 outstanding from GPC for the youth project. Over a 2 year period.

L Cressey to talk to Andrew Crabbe regards to the £8,000, after confirmation from CY

CY to look at VAT reclaim.

Cemetery inspection is due. To check with Burial Clerk,

Capital expense not shown in the budget,

Web admin is transferred, Zoom account the property of the previous Clerk,

u) Burial Clerks Report (Cllr G. Bate) Ref: 180 – None received

9 Clerk's Report - Correspondence Received - Ref: 1870 - No report was given Ref: 181

10 Planning applications and decisions received - Ref: 2027 Ref: 182

a) Planning 20/04294/TPO – Newport Grange, 63 Main Road, Newport – Work to protected trees -
No objections

raised

b) Planning 20/04137/PLT – 6 Southfields, Newport extension -No objections raised

c) Planning 21/00076/PLF – 1 Ocean Drive, Newport extension -No objections raised

11 Next meeting will be Tuesday 9th March 2021 at 7 pm - Ref: 2074 Items for the agenda by 2nd
March 2021

Councillor Reports (not part of the minutes) - Ref:

Cllr Pettit – For the next meeting agenda item, list of pass words to be prepared

Cllr Cressey – nothing raised

Cllr O'Connell – nothing raised.

Cllr Lamming raised – nothing raised

Cllr S. Elliott – nothing raised

Cllr G. Bate - nothing raised – nothing raised

Cllr R. Bate, - nothing raised

Cllr G. Shields – nothing raised

Minutes of the Newport Parish Council held at 7.00 pm at the Virtual

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Meeting closed at 8.50 pm

PREVIOUS APPLICATIONS REFERENCE ONLY

a) Planning : 20/03651/PLF Wallingfen Grange, Wallingfen Lane, Newport - Single storey extension and

dormer window to rear.(14055). Ratification - No objections raised

b) Planning: 20/04143/TPO 25 Teal Road, Newport(14066) Ratification - No objections raised

c) Planning: 20/02699/STPLF - Erection of extension to south / smoke shelter / parking (14065) Ratification –

No objections raised

d) Planning: 20 / 02880 / STPLF Land south of Intergreen Ltd - Construction of hardcore area for use as a car

and lorry park.(14079) - No objections raised

Minutes of the Newport Parish Council held at 7.00 pm

at the Virtual Video Meeting on 12 January 2021

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

Members of public present: 0

1 Public Session - Ref: 131

No members of the public present

2 To receive apologies and reasons for absence - Ref: 132

Cllr Mansell

3 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: 133

None

4 To approve draft minutes of the Parish Council Meeting held on 8th December 2020 - Ref: 134

It was resolved to approve the minutes as a true record

Proposed: Seconder: Cllr G. Bate Cllr J. Lamming All in favour

5 Finance Report - Ref: 135

a) Financial report for period ending 31st December 2020 - Ref: 136

It was resolved to approve the accounting statements for period ending 31/12/20 as a true record

Proposed: Seconder: Cllr R. Bate Cllr J. Lamming For: 7 Against: 1 Carried

b) To approve Schedule of payments - Ref: 137

It was resolved to approve the schedule of payments totalling £5113.70

Proposed: Seconder: Cllr J. Lamming Cllr S. Elliott All in favour

c) To approve 2021/22 budget and precept amount - Ref: 138

It was resolved to approve the budget for 2020/21 and the precept demand totalling £40000.

Proposed: Seconder: Cllr R. Bate Cllr G Bate For: 7 Against: 1 Carried

5A 139 - Ref: 139

Following a dispute with Cllr Shields the Clerk refused to take further part in the meeting. After a short delay The

Clerk agreed to continue in the meeting on the basis that Cllr Shields be suppressed from asking any further

questions of The Clerk.

It was resolved to suppress Cllr Shields from asking the Clerk any further questions

Proposer: Cllr G Bate Seconder: Cllr Pettit For: 7 Against: 1 Carried

6 To receive any reports from external organisations - Ref: 140

a) Reports by Humberside Police - Ref: 141

The Clerk read out a report from Humberside Police detailing 2 crimes within Newport during December 2020.

An ASB report had previously been circulated to Councillors.

7 b) Reports by Unitary Councillors - Ref: 142

The Clerk had spoken to Cllr Linda Bayram who wished to confirm that the landfill site was being topped off and

not re-opened.

Cllr Victoria Aitken joined the meeting at 2020.

She updated the Council on the work to repair the slippage on the Canal together with confirming her view that

the landfill site was being topped and the Drainage Board was involved in establishing drainage from the site.

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Minutes of the Newport Parish Council held at 7.00 pm

at the Virtual Video Meeting on 12 January 2021

8 Parish Matters - To receive any report or consider any appropriate action - Ref: 143

a) Councillor Casual Vacancy - Ref: 144

Two vacancies remain.

b) Parish Plan - Ref: 145

The previous parish plan in 2006 and it was felt that the village would benefit from either a new or revised plan.

It was agreed to circulate the 2006 plan to all Councillors and discuss at a future meeting.

c) Dog Fouling (PP) - Ref: 146

Following a couple of complaints on dog fouling posters were displayed on Facebook. It was felt it is a

continuous issue. Enquiries would be made with ERYC to see what initiatives were presently available such as

re-spraying pavements and signage in hotspots.

d) Community Interest Company - Youth Provision - Ref: 147

Cllr Cressey gave an oversight of the proposed Community Interest Company.

It was resolved to name the Community Interest Company "Newport New Generation"

Proposer: Cllr Bate Second: Cllr D. O'Connell All in favour

It was resolved to provide a budget of £200 to set the company up and run it in the first year.

Proposer: Cllr G. Bate Second: Cllr L. Cressey All in favour

e) Parish Newsletter / Magazine - Ref: 1832

It was agreed to look at a newsletter for easter and utilise Facebook more to publish information.

Cllr G. Bate agreed to take the lead and the Clerk would circulate example copies of existing magazines.

f) Covid 19 Vaccinations (LC) - Ref: 1836

Councillors discussed any potential help to local doctors surgeries in delivering the Covid vaccines.

Cllr Lamming would contact the surgery and advise further.

g) Review Tracking Report - Ref: 1841

9990 - Community Interest Company

This was dealt with under 8(d)

9992 - Notice Boards

Councillors suggested to source wooden notice boards and the Clerk would provide costings.

9993 Domain Name / Email Hosting

The Clerk confirmed the domain name was now hosted by the Parish Council and the website hosting had been

moved to Arlin Systems.

Councillors would receive a dedicated email address shortly.

10035 - Landfill Site

This was dealt with under 6(b)

10036 - Parish Plan

Dealt with under 8(b)

10040 - Precept 2021/22

This was dealt with under 5(c)

10041 - Contact Details For Newport Cemetery

Contact details the cemetery on the ERYC website are incorrect and attempts were being made to have these

amended.

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Minutes of the Newport Parish Council held at 7.00 pm

at the Virtual Video Meeting on 12 January 2021

13529 - Parking Bollards

Work had been undertaken with ERYC in 2018 to try and place bollards to protect the grass along Canalside.

Further discussions will take place with ERYC to try and move this forward.

13530 - Speeding

This would be an ongoing project to try and address speeding issues.

Cllr Aitken suggested a meeting with Officers of ERYC to discuss speed calming initiatives.

13791 - Tree Complaint - 10 Meadow lane

A resident had asked for work to be undertaken with trees on land behind the property. The Clerk will have a

look and report back to a future meeting.

14056 - Canal Bank Slippage

Work was expected to start imminently.

14064 - Fly Tipping Hotspot

Reports had been received of fly tipping along Mill Lane and Stoney Lane.

14077 - Bank Mandate Signatories

Signatories for the bank need to be clarified. The Clerk would try and talk to HSBC and move forwards.

14081 - Byway No 13

A complaint had been made regarding Byway No 13 and ERYC would be looking at this when the weather dries

in the Spring/Summer.

14083 - Social Media Policy

The policy would be brought back to the next meeting.

9 Clerk's Report - Correspondence Received - Ref: 1870

a) SC - tree complaint on Meadow Lane land. - Ref: 1933

This was dealt with under 8(g) ref 13791

b) MH - Union jack on flag pole - Ref: 1944

A resident had raised concerns at the condition of the flag. The Clerk would obtain prices to replace.

10 Planning applications and decisions received - Ref: 2027

a) Planning : 20/03651/PLF Wallingfen Grane, Wallingfen Lane, Newport - Single storey extension and dormer

window to rear.(14055). Ratification - No objections raised

b) Planning: 20/04143/TPO 25 Teal Road, Newport(14066) Ratification - No objections raised

c) Planning: 20/02699/STPLF - Erection of extension to south / smoke shelter / parking (14065) Ratification - No

objections raised

d) Planning: 20 / 02880 / STPLF Land south of Intergreen Ltd - Construction of hardcore area for use as a car

and lorry park.(14079) - No objections raised

11 Next meeting will be Tuesday 9th February 2021 at 7 pm - Ref: 2074

Items for the agenda by 2nd February 2021

Councillor Reports (not part of the minutes) - Ref:

CLlr O'Connell requested an update on the playground lease. This would be included on the next months

agenda and information would be sought on the lease.

Cllr Lamming raised concerns at the state of the road on Canalside and a tree complaint.

Cllr R. Bate raised concerns with pot holes on the access road to the tip.

Signature:

Page

Minutes of the Newport Parish Council held at 7.00 pm

at the Virtual Video Meeting on 12 January 2021

Meeting closed at 9.00 pm