

## Newport Parish Council Meeting

**Date & Time:** Tuesday 13<sup>th</sup> December 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr H Robinson – Vice Chairperson (HR), Cllr D O’Connell (DO), Cllr S Elliott (SE), Cllr G Shields (GS), Cllr J Lamming (JL), Cllr J Preston (JP), Cllr G Bate (GB), Cllr R Bate (RB), A Barker – Clerk (AB).

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

Public Forum	The Public Forum commenced at 7pm. 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	
2022/12/01	To note apologies for absence	
	C Young – Burial Clerk (CY), Cllr P Pettit (PP), Cllr L Cressey (LC),	
2022/12/02	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: As residents of Newport all Cllrs present have a pecuniary interest in the setting of the precept by the council. Non-Pecuniary: Market Weighton Canal Trail – DO / GS As the Proper Officer of Newport Parish Council AB granted all Cllrs present a dispensation pursuant of S33(1) of the Localism Act 2011 to allow all Cllrs present to participate in the discussion of setting the next year's Precept and participate in any vote on the amount of the Precept. The reason for this is that having regard to all the relevant circumstances AB considered that without the dispensation the number of persons prohibited from participating in the setting of the precept will be so great a proportion of the Council as it will impede the transaction of the business.	
2022/12/03	To approve draft minutes of the Parish Council Meeting held on 8 <sup>th</sup> November 2022	
	Proposed: HR Seconded: DO Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GB, RB and JP abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/12/04	Clerks Report including updates on action points / matters arising from the November Parish Council Meeting.	
	<ul style="list-style-type: none"> <li>November Parish Council Meeting. Summary provided to Cllrs 08.12.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> </ul>	
2022/12/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Market Weighton Canal Trail. GS – Quotes are being obtained for the signage. Interpretation board will be installed by the bridge in Newport. A sculpture will be installed in the Market Weighton Memorial Gardens</li> <li>Newport Community Action Group. SM – Support provided re the Newport Christmas event. Banking arrangements are being finalised.</li> <li>Market Weighton Canal Fishing Rights (EA). No further update provided.</li> <li>Newport Village Green and Play Area extension proposal. Marilyn Peckett – Confirmation received that no other EA departments wish to occupy the</li> </ul>	

	<p>land. Now the consultation period is over a Title report has been requested. AB to seek quotations from local solicitors to complete the transfer.</p> <ul style="list-style-type: none"> <li>Application by Newport Parish Council to HM Land Registry for the small area of unregistered land to be registered in the name of Newport Parish Council acknowledged 06.10.22.</li> <li>National Highways M62 Tree Planting – December updates from Tim Haskell shared with Cllrs. National Highways records show that the track / footpath is within National Highways ownership, and they would be able to clear the brambles etc. AB to provide contact details for the Yorkshire and Humber Drainage Board along with details of the drain.</li> </ul>	<p>AB</p> <p>AB</p>
2022/12/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 08.12.22</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>22/02043/STPLF Change of use of a building from Storage and Distribution (E) to a mixed use of Manufacturing (B2) and Storage and Distribution. The Flower Outlet (Newport Buildings LLP). Cllrs discussed the application and requested further information. Deadline for Cllr comment 16.12.22</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>22/02879/PLF Construction of new vehicular access Land Northwest of Saltmarshe Grange (Bramley) – ERYC Approved 16.11.22</li> <li>22/03183/PLF Installation of an additional biomass boiler - Yorkshire Grown Produce – ERYC Approved 21.11.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>22/01763/STVAR Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR Lemkes Limited Unit 4 Dianthus Business Park. Objected 27.06.22</li> <li>Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF – The Flower Outlet Unit 3 Dianthus Business Park (Newport Buildings). Objected 20.07.22</li> <li>22/03214/PLF Erection of a covered parking area (retrospective) and erection of an extension to existing workshop - Poplar Farm (Mansell) – No submission agreed at the NPC Meeting 11.10.22</li> <li>22/02613/PLF Siting of 2 portakabins and 1 storage container for use ancillary to existing agricultural building (retrospective) (AMENDED PLANS) Land South Of 20 Wallingfen Lane (Mark Lilley) – Approved 21.10.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>22/03170/PLF Erection of a two-storey extension to side and single storey extension to rear following demolition of attached outbuilding. 24 South Fields (Hood). Approved 11.11.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	<p>AB</p>
2022/12/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>ERNLLCA – Meeting Summons and 3 clear days 09.11.22 / Play Area Inspections 10.11.22 (AB)</li> <li>Scribe – Budget and Forecasting 09.11.22 / Managing Conflicts and Code of Conduct breaches 23.11.22 / Clerks Chat 29.11.22 / How to clerk smarter 07.12.22 AB (All Free)</li> </ul> <p>Training and events scheduled in the next month</p>	

	<ul style="list-style-type: none"> <li>▪ Councils as Trustees 14.12.22 (AB) (Free)</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA – Schedule of courses available confirmed (November Newsletter)</li> <li>▪ Scribe – Various courses available.</li> </ul>	
2022/12/08	Committee and Working Party Update	
	<p>Events Working Party</p> <ul style="list-style-type: none"> <li>▪ Christmas 2022 Christmas plans and expenditure. <ul style="list-style-type: none"> <li>- ERYC Festive Permit, Risk Assessment and Electrical safety checks information shared with Cllrs 22.11.22. High-level quotations from the other potential suppliers to be forwarded to AB</li> <li>- Christmas Tree Lights switched on 26.11.22 at 6.30pm with carol singing by the tree installed at Canal Side East. Lighting issue fully resolved 30.11.22</li> <li>- Potential Grants for the Raft Race in 2023 to be considered. GS agreed to investigate the possibility of accessing the Do it for East Yorkshire Community Grant.</li> </ul> </li> </ul> <p>Finance Working Party update – Budget update for 2022/23 and Precept proposal for 2023/24 including appointment of Internal Auditor and recommendation re homeworking allowance.</p> <ul style="list-style-type: none"> <li>▪ Meeting completed Tues 22.11.22. JP, GS, PP and AB attended the meeting at Newport Village Hall and recommendations provided. GB sent apologies.</li> <li>▪ AB provided financial information on 07.12.22 to support the Council in setting the precept including analysis of the receipts and payments YTD, forecast for the financial year to 31.03.23 and proposed budget for financial year 23/24.</li> <li>▪ Cllrs confirmed consideration would be given to any Newport Community Groups or the Village Hall seeking funding for the provision of a warm space.</li> <li>▪ 2023/24 Precept demand considered in detail and approved. Precept agreed at £38,000 for 2023/24.</li> <li>▪ Homeworking allowance for the additional costs incurred by employees while working at home including the additional costs of heating, lighting, and metered water. Cllrs resolved to increase the allowance as per the recommendation of the Finance working Group wef December 22.</li> <li>▪ Annual Audit – Appointment of Internal Auditor. The Finance Working Party recommend the re-appointment of Brian Brooks as the internal Auditor.</li> <li>▪ The working group recommend that a further £20,000 be transferred to the current savings account</li> <li>▪ Cllrs thanked the Finance Working Party for their diligent work.</li> </ul> <p>Proposed: GS Seconded: GB Outcome: All Councillors voted to approve the precept demand for 2023/24, transfer of funds to the savings account, the increased home working allowance and the reappointment of Brian Brooks as the internal auditor. It is anticipated the Newport Parish Council Precept will decrease from £80.81 to £76.26 (Minus 5.63%) per Band D household (Subject to ERYC confirmation).</p> <ul style="list-style-type: none"> <li>▪ Further Key Projects 2022/23 and 2023/24 to be considered by Cllrs for discussion at the January 2023 meeting.</li> </ul>	<p>LC</p> <p>GS</p> <p>AB</p> <p>AB</p>
2022/12/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 06.12.22 for review.</p> <ul style="list-style-type: none"> <li>▪ Equality Policy – no update proposed. Cllrs agreed to consider the policy further and defer the review until the January meeting</li> <li>▪ Freedom of Information – no update proposed. Approved.</li> </ul>	Cllrs

	<ul style="list-style-type: none"> <li>Press and Media Policy – no update proposed. Approved.</li> </ul> <p>Proposed: GS Seconded: HR Outcome: All Cllrs present voted in favour of the proposals. AB to upload the documents to the website.</p>	AB
2022/12/10	<p>Cllr updates and correspondence received for action and to note including the Gilberdyke and Newport Landfill site</p>	
	<p>For action</p> <ul style="list-style-type: none"> <li>Goole Go Far Donation request. AB to request further information with regards to the usage of the service by residents.</li> <li>Donation of Oak Saplings. Cllrs agreed that it would not be appropriate to plant oak trees due to ongoing maintenance. GB to contact the resident.</li> <li>Unlit Street light - Bus stop adjacent to the Methodist centre. Resolved.</li> </ul> <p>Outstanding actions previously reported (including via the taskforce survey 12 Dec)</p> <ul style="list-style-type: none"> <li>Canal Side East - Very deep ruts have been caused by the ERYC Bin lorries causing a dangerous trip hazard. Reported to ERYC but works outstanding. Residents also encouraged to report via the online reporting system <a href="https://www.eastriding.gov.uk/road-and-footpath-maintenance">Road and footpath maintenance (eastriding.gov.uk)</a></li> <li>Horse Riding Awareness signs on Landing Lane. Advised on 15.11.22 to be installed in the next 6-8 weeks.</li> </ul> <p>The following correspondence previously distributed to Cllrs by email.</p> <ul style="list-style-type: none"> <li>Gilberdyke and Newport Landfill Site. Correspondence received from a resident of Thimblehall Lane expressing concerns with regards to the ongoing works at the Landfill Site and the damage to Thimblehall Lane resulting in the drains not functioning correctly due to the gullies on the roads sinking. <ul style="list-style-type: none"> <li>AB to provide a further response to the resident following the meeting.</li> <li>Issues reported to Kathryn Richardson (KR - EA) and ERYC Highways Management requesting an update.</li> <li>KR – EA update 12.12.22. The landfill site is in the final stages of restoration work, which includes placement of restoration materials and construction of a surface water management scheme. We are continuing to carry out regulatory visits and compliance checks throughout this phase of work. We cannot provide a definitive date for when this work will be complete which is to some extent, dependent on availability of suitable materials and the weather, which can result in unfavourable ground conditions. The operator has informed us recently that work has been temporarily paused for this reason. The site's opening hours are not governed by its Environmental Permit, and we cannot normally require the site to complete operations within a specific timescale. Please could you also highlight to residents that if there are any environmental incidents to report in regard to the activities at Gilberdyke landfill, these can be reported on our incident hotline 0800 807060.</li> </ul> </li> <li>Rospa Play safety inspection completed 06.09.22. <ul style="list-style-type: none"> <li>Pete Coates – Largely completed</li> <li>Pressure cleaning of Main Road Play area equipment. Complete.</li> </ul> </li> <li>ERNLLCA November Newsletter.</li> <li>Humberside Police November Update.</li> <li>Thimblehall Lane – M62 Motorway Bridge maintenance. Request made for action to ERYC 03.11.22 – No Action completed</li> <li>Civility and Respect Newsletter, ERYC launches new Climate Change Strategy, ERYC Scrutiny Committee, Youth Funding from the Co-Op,</li> </ul>	<p>AB</p> <p>GB</p> <p>AB</p>

	<p>Respond to the Proposed Submission Local Plan Update consultation, Age UK update to Cllrs in the last month, Government Food Strategy - Implications for East Riding, ERSCP Newsletter</p> <ul style="list-style-type: none"> <li>▪ ERYC Joint Local Access Forum - Wednesday 14.12.22. The meeting will be held at 2.00 pm at County Hall, Cross Street, Beverley,</li> <li>▪ M62 A63 flyover North Cave (Cllr V Aitken)</li> <li>▪ Request for support received from Newport Cricket Club. Response provided on behalf of Newport PC with further information on 25.11.22.</li> <li>▪ Residents' concerns discussed with regards to barking dogs and dog fouling. Reference to be made to the information available on the ERYC website and reports submitted accordingly.</li> </ul> <p><a href="http://eastriding.gov.uk">Dog control and ownership (eastriding.gov.uk)</a>  <a href="#">Newport PSPO - sealed.pdf (eastriding.org.uk)</a></p> <ul style="list-style-type: none"> <li>▪ Residents' concerns discussed with regards to Broadband issues in Newport (Particularly in respect of properties in Ocean Drive). Support requested to ascertain whether it would be possible for the current copper network could be replaced by fibre. Cllrs advised the Ofcom website confirms at least 10 megabytes should be provided. AB to request permission to seek assistance from David Davis MP / Cllr V Aitken and then contact both.</li> <li>▪ Residents' concerns discussed with regards to the provision of gritting services for Southfields. Cllrs confirmed the responsibility for providing gritting services lies with ERYC. AB spoke to the resident and confirmed the location of the grit boxes. Report made to ERYC Winter Services team on 12.12.22 confirming this road has many bungalows and houses with vulnerable and high-risk residents who receive support from carers who are on the priority register. Request made for the road and footpaths to be gritted to allow the carers to continue to attend to these residents.</li> </ul> <p><a href="http://eastriding.gov.uk">Gritting, salt bins and winter road services (eastriding.gov.uk)</a></p> <ul style="list-style-type: none"> <li>▪ Cllrs requested that information re Ice Safety be added to the Website and Social Media.</li> </ul>	<p>AB</p> <p>AB/PP</p>
2022/12/11	<p>Burials / Cemetery</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Cemetery Extension update</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Review completed of the Burial Grounds finance. Further inspection of the Cemetery completed 15.11.22. Discussion with regards to the Cemetery maintenance completed. Noticeboard updated with regards to the charges for Gilberdyke residents.</li> <li>▪ Trimming of the lower branches of the trees alongside the Main Rd at St Stephens Churchyard completed.</li> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Cemetery extension update – Further correspondence completed with the landowner 13.12.22. CY meeting completed 29.11.22.</li> <li>▪ Contact made with ERYC with regards to the information received re the Local Plan and the implications for Cemeteries. No additional support.</li> <li>▪ The memorial for the P Ball has been repaired and the relatives contacted to express thanks. Comparative cost Information obtained for future work.</li> </ul>	
2022/12/12	<p>Finance – to agree payments in accordance with the budget.  Financial report for period ending 30<sup>th</sup> November 2022.  To approve schedule of payments and payments requiring preauthorisation for payment</p>	

	Newport & Gilberdyke Youth Project Finance Update	
	<ul style="list-style-type: none"> <li>Financial report for November 2022 forwarded to Cllrs 02.12.22. SM review and sign off complete 13.12.22.</li> <li>JP has completed a review of the October accounts and has agreed to review the November accounts.</li> <li>To approve schedule of payments for November 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GB Seconded: RB Outcome: All Councillors accepted and voted in favour of the above points.</p> <ul style="list-style-type: none"> <li>Newport &amp; Gilberdyke Youth Project Finance. Discussion completed with Jake Wilde 07.12.22 with regards to the outstanding financial query.</li> <li>NGYP equipment. Cllrs agreed to consider the actions to be taken with regards to the remaining equipment at the January meeting.</li> </ul>	JP          Cllrs
2022/12/13	Newport Newsletter update	
	<ul style="list-style-type: none"> <li>LC to share the Newsletter Editor job description with Cllrs</li> <li>Advertiser invoices to be paid.</li> </ul>	LC JL / LC
	Next Meeting: Tues 10 <sup>th</sup> January 2023– Newport Primary School at 7pm – Hall Entrance. Note: the February meeting will be on 7 <sup>th</sup> February 2023.	
	Meeting closed at 8.29pm	

#### Appendix 1 - Finance. Summary of payment and receipts – November

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.11.22	HSBC Banking Charges - To 20.10.22	£9.96	
14.11.22	ERNLLCA - Play Area Inspection Training	£18.00	
18.11.22	Play Area Power Cleaning	£190	
28.11.22	NPC Clerk Business Line November - Giff Gaff	£6	
Payments made to be retrospectively authorised			
14.11.22	Lighting and Sounds - Christmas Electrical Test	£132	
18.11.22	Arlin Systems - Website Renewal	£40	
18.11.22	Clerk Expenses - Training and Meeting	£21.65	
23.11.22	Newport News Editor fee	£50	
23.11.22	Newport Village Hall - Finance Group Meeting	£9	
29.11.22	A SEFTON - Nov 22	£160	
	P W Coates Nov 22	£1,452	
29.11.22	New Christmas Lights	£80	
30.11.22	HMRC Total Nov 22	£206.86	
30.11.22	Staff Salaries Nov 22	£1,258.22	
Receipts to be noted			
07.11.22	Memorial Permit		£110.00
23.11.22	Right of Burial		£270.00
24.11.22	Newsletter Advert		£30.00

## Newport Parish Council Meeting

**Date & Time:** Tuesday 8<sup>th</sup> November 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

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

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

Public Forum	The Public Forum commenced at 7pm. 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	
2022/11/01	To note apologies for absence	
	Cllr J Preston (JP), Cllr G Bate (GB), Cllr R Bate (RB), Ward Cllr V Aitken	
2022/11/02	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 Update provided following the Standards Committee Hearing of 18.10.22. All Cllrs reminded that they should regularly review their Register of Interests and that appropriate declarations of interest should be made at Parish Council meetings. SM submitted an updated declaration. AB to update the website and notify ERYC.	AB
2022/11/03	To approve draft minutes of the Parish Council Meeting held on 11 <sup>th</sup> October 2022	
	Proposed: HR Seconded: SE Outcome: All Councillors in attendance at the meeting voted to approve the minutes. JL and GS abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/11/04	Clerks Report including updates on action points / matters arising from the October Parish Council Meeting.	
	<ul style="list-style-type: none"><li>October Parish Council Meeting. Summary provided to Cllrs 04.11.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li></ul>	
2022/11/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"><li>Market Weighton Canal Trail. GS provided an update with regards to the history, signage, gates, and stiles along with the permissions required from the drainage board.</li><li>Newport Community Action Group. LC provided an update confirming the group is growing with 2 events planned in 2023, The Raft Race and Coronation Ball. Chairman is Will Egan. Next scheduled to meet at the end of November. A WhatsApp group has been set up.</li><li>Market Weighton Canal Fishing Rights – Marilyn Peckett (MP) 08.11.22 advised no further progress to report.</li><li>Newport Village Green and Play Area extension proposal. MP 08.11.22 – advised no further progress to report</li><li>Application by Newport Parish Council to HM Land Registry for the small area of unregistered land to be registered in the name of Newport Parish Council acknowledged 06.10.22.</li></ul>	

	<ul style="list-style-type: none"> <li>National Highways M62 Tree Planting – Tim Haskell Update 08.11.22. The A64 Northern Forest site visits have been completed by our consultants and they have moved on to the M62/A63 this week. Assuming that the site is deemed feasible the preliminary drawings will be completed in Jan/Feb 2023 which will then allow me to submit a funding application for detailed design and then delivery between Nov 2023 – Mar 2024.</li> </ul>	
2022/11/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 04.11.22</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>22/03170/PLF Erection of a two-storey extension to side and single storey extension to rear following demolition of attached outbuilding. 24 South Fields (Hood). Cllrs confirmed no objections to the proposal.</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>21/03705/OUT OUTLINE - Erection of two dwellings (all matters reserved) Ambria 36 Canal Side East (Ward) Appeal refused 27.10.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>22/01763/STVAR Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR Lemkes Limited Unit 4 Dianthus Business Park. Objected 27.06.22</li> <li>Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF – The Flower Outlet Unit 3 Dianthus Business Park (Newport Buildings). Objected 20.07.22</li> <li>22/02613/PLF Siting of 2 portakabins and one storage container for use ancillary to existing agricultural building (retrospective) Land South Of 20 Wallingfen Lane (Lilley) – Approved 05.09.22</li> <li>22/02879/PLF Construction of new vehicular access Land Northwest of Saltmarshe Grange (Bramley) – Approved 02.10.22</li> <li>22/03183/PLF Installation of an additional biomass boiler - Yorkshire Grown Produce – Approved 13.10.22</li> <li>22/03214/PLF Erection of a covered parking area (retrospective) and erection of an extension to existing workshop - Poplar Farm (Mansell) – No submission agreed at the NPC Meeting 11.10.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>22/02613/PLF Siting of 2 portakabins and 1 storage container for use ancillary to existing agricultural building (retrospective) (AMENDED PLANS) Land South Of 20 Wallingfen Lane (Mark Lilley) – Approved 21.10.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Removal of the public right of way on the Main Road, Scalby to Mill Lane. Application pack passed to the resident by SM. RB available to provide support if required.</li> </ul>	AB
2022/11/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>ERNLLCA – Budgeting and Precept 12.10.22 AB (Free)</li> <li>Scribe – Scribe Fest 14.10.22 / Fraud and Cyber Security 17.10.22 / Management of Memorials 28.10.22 – AB (All Free)</li> </ul> <p>Training and events scheduled in the next month</p> <ul style="list-style-type: none"> <li>ERNLLCA – Meeting Summons and 3 clear days 09.11.22 / Councils as Trustees 07.12.22 (AB) (Free) / Play Area Inspections 10.11.22 (AB)</li> </ul>	



	<ul style="list-style-type: none"> <li>▪ Scribe – Budget and Forecasting 09.11.22 / Managing Conflicts and Code of Conduct breaches 23.11.22 / Clerks Chat 29.11.22 / How to clerk smarter 07.12.22 AB (All Free)</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA – Schedule of courses available confirmed (October Newsletter)</li> <li>▪ Scribe – Various courses available.</li> </ul>	
2022/11/08	Committee and Working Party Update	
	<p>Events Working Party (Including Christmas Lights planning and Remembrance update)</p> <ul style="list-style-type: none"> <li>▪ Remembrance Day – Remembrance Tommy Lamp Post Signs installed 02.11.22 along with lorry poppies and wreaths.</li> <li>▪ Christmas 2022 Christmas plans and expenditure. <ul style="list-style-type: none"> <li>- Festive Permit information shared with the Event Working Group 02.10.22. Information provided confirming the additional 30 lights to be installed. Festive permit request to be submitted.</li> <li>- DO agreed to work with schoolchildren to produce a poster to advertise the event. Publicity to be provided via the website, notice board and Facebook plus some flyers to businesses.</li> <li>- The Christmas Tree Lights to be switched on 26.11.22 at 6.30pm with Carol singing by the tree installed at Canal Side East.</li> <li>- Following receipt of the quotation from ITSL, Cllrs confirmed agreement to proceed with the installation of the lights. LC to share further information with regards to the comparative quotes obtained.</li> <li>- AB shared research with regards to the further licensing requirements including street trading consent and a temporary event notice if alcohol and hot food is to be sold on the streets. Permission would also be required from the landowner if it is intended to sell from either the grass in front of the play area or on the grass verge by the Christmas tree. If required, a road closure request must be submitted to ERYC a minimum of 56 days in advance of the event. Cllrs confirmed local businesses will be advised of the date and time, but that street or licensable trading will not be supported by Newport Parish Council. Information provided with regards to the installation of lights on the lamp posts.</li> </ul> </li> <li>▪ Finance Working Group – Precept planning 2023/24. Proposed date to meet Tues 22.11.22 at 6.30pm – GS, GB, JP, PP and AB to be invited to attend the meeting at Newport Village Hall.</li> <li>▪ Further Key Projects 2022/23 – No further projects identified.</li> </ul> <p>Proposed: PP Seconded: GS Outcome: All Cllrs present voted in favour of the expenditure and actions detailed above.</p>	<p>AB</p> <p>DO AB/PP /LC</p> <p>LC</p> <p>AB</p>
2022/11/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 04.11.22 for review.</p> <ul style="list-style-type: none"> <li>▪ Code of Conduct – no update proposed</li> <li>▪ Disciplinary Policy – no update proposed</li> <li>▪ Grievance Policy – no update proposed</li> <li>▪ Disciplinary and Grievance Hearing Procedure – no update proposed</li> </ul> <p>Proposed: HR Seconded: JL Outcome: All Cllrs present voted in favour of the proposals. AB to upload the documents to the website.</p>	AB
2022/11/10	Cllr updates and correspondence received for action and to note	

	<p>Rev Lynn Kenny has confirmed that she will retire in January 2023. Cllrs expressed their thanks for the support provided to the Newport Community and wished to put on record their hopes for a long and happy retirement.</p> <ul style="list-style-type: none"> <li>▪ Annual Snapshot of Rough Sleepers in the East Riding of Yorkshire: Cllrs requested to provide information to AB of any rough sleepers on the evening of Monday 14 November into the morning of Tuesday 15 November. Cllrs to advise AB by 16.11.22</li> <li>▪ GB advised the following by email: - <ul style="list-style-type: none"> <li>- The Street light at the bus stop adjacent to the Methodist centre has been reported but has not been working for 6 months. PP confirmed that work is currently being completed.</li> <li>- Canal Side East - Very deep ruts have been caused by the ERYC Bin lorries causing a dangerous trip hazard. GB requested to report the issue via the online form. <a href="http://eastriding.gov.uk">Road and footpath maintenance (eastriding.gov.uk)</a></li> <li>- Horse Riding Awareness signs on Landing Lane. PP to provide information regarding the previous request to ERYC for AB to follow up.</li> </ul> </li> </ul> <p>The following correspondence previously distributed to Cllrs by email.</p> <ul style="list-style-type: none"> <li>▪ Main Road Play Area – Frog “Sit In “Spring Animal installed 21.10.22.</li> <li>▪ Rospa Play safety inspection completed 06.09.22. <ul style="list-style-type: none"> <li>- Pete Coates – Work allocated and has commenced.</li> <li>- Pressure cleaning of Main Road Play area equipment. Quotations received from 3 contractors. Contract to be awarded to Miles better cleaning.</li> <li>- Streetscape completed the tightening of the suspension mechanism on the Basket Swing and the upper pivot on the Toddler Swing on 21.10.22</li> </ul> </li> <li>▪ Gilberdyke and Newport Landfill Site. <ul style="list-style-type: none"> <li>- Update from Katherine Richardson (Environment Agency) – 28.10.22 The import of restoration material is complete on all areas of the site other than for the restoration and final profiling of the site haul road. The operator is currently completing this work and progressing surface water works. Topography surveys have been carried out which record the profile of the site. These have been submitted to the EA for assessment. The site will remain under an environmental permit following the completion of restoration, and the EA will continue to regulate the site with a focus on leachate and gas management. Enforcement action was taken in September 2022 where material which did not meet the permit requirements had been brought on to site. This was then removed promptly. Routine site inspections continue as part of the ongoing regulation of this phase of work.</li> <li>- Update from Kevin Clifford – 21.10.22. The very large CLO wagons have for some time been stopped. No more restoration material has been deposited on top of the landfill and the Agency have confirmed that the top (plateau) and sides are complete. Restoration material is still being imported in relatively small quantities (about 8-10 x 20 tonne wagons per day). This is being stored now and is going to be used to fill and cover the haul road. They have made a start on digging surface water drainage dykes around the site. Outstanding work to complete are the remaining drainage dykes, remove all the scrap equipment (diesel tanks, wheel wash, weighbridge, cabin etc) and install a porous</li> </ul> </li> </ul>	<p>Cllrs / AB</p> <p>GB</p> <p>PP/AB</p> <p>SE</p>
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	<p>access road inside the gate. The site also needs to be grassed with some tree planting.</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA October Newsletter 27.10.22</li> <li>▪ CCTV Project - ERYC authority area to apply for funding for the increased provision of CCTV with the aim of impacting violence against women and girls and crime and disorder in general. No further action.</li> <li>▪ ERYC Updates - Council's ASB team issues advice to residents ahead of Halloween and Bonfire Night, Council supports Safe Spaces and Ask for ANI initiatives in the East Riding, Help and support for households across the East Riding with the cost of living, Local Plan Update - Regulation 19 Consultation, Confirmed Case of Avian Influenza near Goole, Local Coordination Service - Your Life Your Way, Charity Support Event – Brough,</li> <li>▪ Humberside Police Update 20.10.22</li> <li>▪ Thimblehall Lane – M62 Motorway Bridge maintenance. Highways England confirmed a structures engineer visited the site on the 25 October. It was noted the south joint is protruding above the surfacing and that there was wear on the nosing of the joint material. The surfacing has dropped in front of the joint which has led to this. Whilst the structure is under National Highways remit the surfacing is under the remit of the Local Authority When the previous surfacing work took place it didn't follow the incline of the road which is causing vehicles to bounce up slightly as they pass over the bridge. Request made for action to ERYC 03.11.22</li> <li>▪ Annual Newport Village Hall Trustees Open Meeting information provided.</li> </ul>	
2022/11/11	<p>Burials / Cemetery</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Cemetery Extension update</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ The Exclusive Rights of Burial in Relation to a Grave (GERBS) – Information provided 04.11.22 (From CY) with regards to the legal ownership and responsibilities for the maintenance and renovation of memorials.</li> <li>▪ ICCM Guidance (AB) - Wherever possible, a transfer of ownership should be sought and the responsibility for the headstone would then fall to the new grave owner. The responsibility does not automatically fall to relatives of the deceased if they are not the grave owner. The authorities' responsibilities remain that you must make it temporarily safe, not refix it – or you could remove it for health &amp; safety reasons if it is dilapidated by reason of long neglect. The Burial Authority could decide to waive the cost of the transfer if it encourages the rightful person to take ownership as it is always better to have a living person as an owner.</li> <li>▪ Cllrs requested that if a memorial requiring restoration work is for a Gilberdyke resident that Gilberdyke Parish Council be approached for financial support if a grave owner is not located.</li> <li>▪ Cllrs requested the Parish Council put a notice at the Newport Cemetery explaining that Gilberdyke PC is no longer financially supporting the Burial authority with the contribution of £1700 per annum towards the costs of the grounds and therefore Gilberdyke parishioners will unfortunately be charged the standard fee's.</li> </ul> <p>Proposed: GS    Seconded: PP    Outcome: All Cllrs present voted in favour of the proposals that we do not charge a GERB fee if the family are willing to undertake repairs, or we could issue a memorial rights deed free of charge. This does not confer any burial rights at all but does give permission relating to headstone issues only. The family will still bear the cost of repairing the headstone.</p>	AB

	<ul style="list-style-type: none"> <li>AB and CY to review the Burial Grounds finance and complete a further inspection of the Cemetery 15.11.22. To agree a plan of action with regards to the Cemetery maintenance. Noticeboard to be updated with regards to the charges for Gilberdyke residents.</li> <li>Contract awarded for the trimming of the lower branches of the trees alongside the Main Rd at St Stephens Churchyard.</li> <li>Burial Clerk financial information included in the Parish Council accounts.</li> <li>Cemetery extension update – Further correspondence completed with the landowner 08.11.22.</li> </ul>	AB/CY
2022/11/12	<p>Finance – to agree payments in accordance with the budget. Financial report for period ending 31<sup>st</sup> October 2022. To approve schedule of payments and payments requiring preauthorisation for payment Newport &amp; Gilberdyke Youth Project Finance Update</p>	
	<ul style="list-style-type: none"> <li>Financial reports for October 2022 forwarded to Cllrs 02.11.22. SM review and sign off complete 08.11.22.</li> <li>JP has completed a review of the September accounts and has agreed to review the October accounts.</li> <li>National Salary Award 2022/23.NALC update “The unions met on 1 November 2022 and agreed to accept the offer. The terms of that agreement include the following: <ul style="list-style-type: none"> <li>With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above.</li> <li>With effect from 1 April 2023, an increase of one day to all employees’ annual leave entitlement.”</li> <li>AB confirmed this equates to an increase of £1 per hour for both AB and CY, with arrears due for the period 01.04.22 to 31.10.22.</li> </ul> </li> <li>To approve schedule of payments for October 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul> <p>Cllrs resolved to approve the increase in pay point, arrears of salary, accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: DO Outcome: All Councillors accepted and voted in favour of the above points.</p> <ul style="list-style-type: none"> <li>Newport &amp; Gilberdyke Youth Project Finance. No further update received.</li> <li>Littlethorpe Bus Shelter maintenance inspection completed, and initial painting completed 02.11.22(AB). Further inspection to take place in the spring and Sikkens Cetol Filter 7 Plus paint 1L1 litre to be purchased.</li> </ul>	JP
2022/11/13	Newport Newsletter update	
	<ul style="list-style-type: none"> <li>LC is working with Jack Copeland to edit the November newsletter. LC to share the job description with Cllrs.</li> <li>Newport Parish Council information provided 08.11.22.</li> <li>LC provided information with regards to the potential advertisers. Cllrs resolved to not charge Pogo for the advert in this edition in recognition of the previous support. SM abstained from the discussion re this point.</li> </ul> <p>Cllrs resolved to not charge Pogo for the November advert in the newsletter. Proposed: GS Seconded: SE Outcome: All Councillors (except for SM who abstained) voted in favour of the above point.</p>	LC
	Next Meeting: Tues 13 <sup>th</sup> December 2022– Newport Primary School at 7pm – Hall Entrance	
	Meeting closed at 8pm	

## Appendix 1 - Finance. Summary of payment and receipts – October

### Receipts and payments October 2022

#### Community Account

Payments made pre authorised			
Date	Description	Payment Made	Receipts
10.10.22	Earth Anchors - Meridain 1.5m seat - Main Rd / CSW	£562.80	
12.10.22	HSBC Banking Charges - To 20.09.22	£8	
14.10.22	RBLI - Remembrance Tommy Lamp Post	£115.59	
26.10.22	NPC Clerk Business Line October - Giff Gaff	£6	
27.10.22	Streetscape - Springer and safety work	£1,710	
Payments made to be retrospectively authorised			
01.10.22	A SEFTON - Cemetary - Sept 22	£480	
03.10.22	HM Land Registry - Adverse Possession Applic	£85	
10.10.22	Shaws - Grant of Exclusive Right of Burial (BB24)	£132	
18.10.22	C Young - Burial Ground Expenses	£28.80	
18.10.22	JRB Enterprises - Dog Gloves	£330.00	
01.10.22	P W Coates INV 132 Total Sept 22	£1,550	
28.10.22	A SEFTON - Cemetary - Oct 22	£590	
28.10.22	P W Coates INV Total Oct 22	£1,605	
01.10.22	HMRC - NI and Income Tax Sept 22	£19.80	
01.10.22	Staff Salaries - Sept 22	£99.67	
31.10.22	HMRC - NI and Income Tax	£35.20	
31.10.22	Staff Salaries - Oct 22	£888.52	
Receipts to be noted			
03.10.22	Precept payment		£20,000.00
04.10.22	Newsletter Sponsor		£30
06.10.22	Rudston - Cemetery Fee		£760
13.10.22	Kompan - Rocker Car Spring Refund		£282
24.10.22	Horton - Cemetery Fee		£760
24.10.22	H M Land Registry Fee - Search of the Index Map Refund		£4
25.10.22	SP Memorials - Cemetery Fee		£155
25.10.22	Myers - Cemetery Fee		£155

#### Newport Parish Council Meeting

**Date & Time:** Tuesday 11<sup>th</sup> October 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr H Robinson – Vice Chairperson (HR), Cllr G Bate (GB), Cllr D O'Connell (DO), Cllr S Elliott (SE), Cllr J Preston (JP), Cllr L Cressey (LC), Cllr R Bate (RB), Cllr P Pettit (PP), C Young – Burial Clerk (CY) (Part), A Barker – Clerk (AB).

**Members of the Public Present:** Cllr N Wilkinson (NW), Cllr V Aitken (VA)

Public Forum	The Public Forum commenced at 7pm. 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
	NW – ERYC Update. Information provided with regards to the ERYC budget planning process, planned infrastructure improvements, repairs to roads, the “Boom” solar farm, housing plans in the Howden area, the local elections in May 2023 and the management of flood risk in the Newport area. VA provided further information.	
2022/10/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr J Lamming (JL),	
2022/10/02	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: SM and HR – Planning application 22/03214/PLF (R Mansell - Poplar Farm) Non-Pecuniary: Market Weighton Canal Trail – DO	
2022/10/03	To approve draft minutes of the Parish Council Meeting held on 13 <sup>th</sup> September 2022	
	Proposed: HR Seconded: LC Outcome: All Councillors in attendance at the meeting voted to approve the minutes. PP and RB abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/10/04	Clerks Report including updates on action points / matters arising from the September Parish Council Meeting.	
	<ul style="list-style-type: none"> <li>September Parish Council Meeting. Summary provided to Cllrs 07.10.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> <li>Village Walkabout. Review of the works completed to 03.10.22. Jim McGivern confirmed 06.10.22 that all the work that was listed on the taskforce schedule has been completed. The schedule of 'issues raised outside the scope of the taskforce' has been passed to the relevant section for their consideration. New litter bins installed outside the Newsagent and Jolly Sailor. Any new footway or carriageway maintenance issues that you may wish to raise should be logged online at: <a href="https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/">https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/</a></li> </ul>	
2022/10/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Market Weighton Canal Trail. GS provided an Email update. Improvements to an access point made just north of Newport. The handrail will now provide some safety and reduce the risk of people falling into the Canal. DO confirmed further research re the history of the canal has been shared.</li> <li>Newport Community Action Group. No further actions completed.</li> <li>Market Weighton Canal Fishing Rights – No further update. Marilyn Peckett previously advised that the Environment Agency (EA) are not able to deal with the Fishing licence renewal at the present time but are hopeful the EA will be by the end of the year.</li> <li>Newport Village Green and Play Area extension proposal. Marilyn Peckett provided an update on 04.10.22 preparations are ongoing for the potential sale of the EA land to the Parish Council. An application has been submitted by Newport Parish Council to HM Land Registry for the small area of unregistered land to be registered in the name of Newport Parish Council.</li> <li>ER Community Tree Planting Fund &amp; Humber Forest Funding Tree planting along the southern boundary of the M62 - Canal Side East to Stony Lane (approx. 0.8mile). Contact made with Tim Haskell (National</li> </ul>	

	Highways Senior Environment Specialist) who advised that this is to be included in next year's Humber Forest schemes. A site visit will be completed in October. Trees will not be planted within 3m of the carriageway. They will look at a staggered double row of small trees. The next stage is preliminary drawings and a funding application. National Highways would also support tree planting beyond the highway.	
2022/10/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 07.10.22</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>22/03183/PLF Installation of an additional biomass boiler - Yorkshire Grown Produce. Cllrs resolved to approve the application subject to clarification with regards to the anticipated power output, the dates on the emissions certificate and the recommendations being addressed of the environmental control specialist.</li> </ul> <p>At this point in the meeting SM and HR left the meeting. RB was appointed temporary chair of the meeting. Proposed GB. Seconded PP. Outcome: All Cllrs present voted in favour of the temporary appointment of RB as Chair.</p> <ul style="list-style-type: none"> <li>22/03214/PLF Erection of a covered parking area (retrospective) and erection of an extension to existing workshop – Poplar Farm, R Mansell. Cllrs resolved that Newport Parish Council will not submit an official response to this application, due to Cllrs being required to consider whether they have any pecuniary, non-pecuniary or prejudicial interests - as well as issues around pre-determination and bias. Councillors have been advised that they may submit a comment separately in their private capacity. No reference must be made to being a Parish Councillor or giving the impression that they are representing the views of the Parish Council.</li> </ul> <p>Proposed GB. Seconded PP. Outcome: All Cllrs present voted in favour of the submission. SM and HR were subsequently invited to re-join the meeting.</p> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>22/01763/STVAR Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR Lemkes Limited Unit 4 Dianthus Business Park. Objected 27.06.22</li> <li>Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF – The Flower Outlet Unit 3 Dianthus Business Park (Newport Buildings). Objected 20.07.22</li> <li>22/01379/PLF Erection of an agricultural building and associated access track. Land South East Of Leather Dog Nurseries (Harrison) – Approved 19.08.22</li> <li>22/02613/PLF Siting of 2 portakabins and one storage container for use ancillary to existing agricultural building (retrospective) Land South Of 20 Wallingfen Lane (Lilley) – Approved 05.09.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>22/02879/PLF Construction of new vehicular access Land North West Of Saltmarshe Grange (Bramley) – Approved 02.10.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Removal of the public right of way on the Main Road, Scalby to Mill Lane.</li> </ul>	<p>AB</p> <p>AB</p>

	<ul style="list-style-type: none"> <li>- Deborah Smedley (ERYC) confirmed 26.09.22 that the route is not a Public Right of Way (PROW) currently recorded on the Definitive Map (the legal record of Public Rights of Way) advising there is a statutory process where a claim for a PROW can be applied for to have a route added to the Definitive Map. The application must contain firm evidence of its existence i.e., documentary evidence through In closure Awards, Old mapping etc, User Evidence, or both. User Evidence is through long usage whereby the route has been in use for 20 years or more and has not been used by force, in secret or permission of the landowner, and has been used 'as of right' not 'by right'. The 20 years can be a collective 20 years, each person does not have to have used it for this length of time, however there must be no gaps in the 20 years claim. Application pack passed to SM for discussion with the resident.</li> </ul>	SM
2022/10/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA AGM 22.09.22 / Meet the PCC 04.10.22 – AB (Free)</li> <li>▪ Scribe – Budget and Forecasting 10.10.22 – AB (Free)</li> </ul> <p>Training and events scheduled in the next month</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA - Budgeting and Precept 12.10.22 – AB (Free)</li> <li>▪ Scribe – Scribe Fest 14.10.22 / Fraud and Cyber Security 17.10.22 / Management of Memorials 28.10.22 – AB (All Free)</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA – Schedule of courses available confirmed (September Newsletter)</li> <li>▪ Scribe – Various courses available.</li> <li>▪ NALC – Free Training Webinars – Civility and Respect – To Cllrs 11.10.22</li> </ul>	
2022/10/08	Committee and Working Party Update	
	<ul style="list-style-type: none"> <li>▪ Events Working Party (Including Christmas Lights planning and Remembrance update)</li> <li>- Remembrance Day – Royal British Legion Industries - Remembrance Tommy Lamp Post Sign – 25 to be purchased and installed w/e 04.11.22. LC to install the previously purchased Lorry poppies and wreaths,</li> <li>- Christmas 2022 Christmas plans and expenditure. Festive Permit information shared with the group 02.10.22 – to be completed. Inspection by Lighting and Sound to be arranged (AB), Insurance Confirmation required (AB). Christmas Tree Quote from Lodge Landscapes accepted. Two further lamp post lights to be added for 2022. LC to confirm the comparative quotations received and provide the required further information for the completion of the festive permit. The Christmas Tree Lights to be switched on 26.11.22 at 6.30pm with Carol singing by the tree installed at Canal Side East. Local businesses to be advised of the date and time.</li> <li>▪ Finance Working Group – Precept planning 2023/24. Proposed date to meet Tues 29.11.22 – GS, GB, JP and AB. PP asked to join the meeting. RB willing to support if any Cllr unavailable. Village Hall reservation to be made.</li> <li>▪ Further Key Projects 2022/23 – No further actions.</li> </ul> <p>Proposed: RB Seconded: PP Outcome: All Cllrs present voted in favour of the expenditure and actions detailed above.</p>	<p>AB</p> <p>LC</p> <p>AB/ LC</p> <p>LC</p> <p>AB</p>
2022/10/09	Newport Newsletter update including the editor job description.	
	<ul style="list-style-type: none"> <li>▪ LC has met with Jack Copeland who has agreed to edit the newsletter. LC to share the job description with Cllrs.</li> <li>▪ The next edition is scheduled for November 2022</li> </ul>	LC



2022/10/10	Cllr updates and correspondence received for action and to note	
	<p>The following correspondence previously distributed to Cllrs by email for action: -</p> <ul style="list-style-type: none"> <li>▪ Main Road Play Area – Broken Rocker Car spring (Installed May 2013). Cllrs confirmed a preference for a roundabout (or similar) that can be used by up to four children at the September meeting. Quotations obtained: - <ul style="list-style-type: none"> <li>- Fizzer - £6325 + VAT.</li> <li>- Flying Saucer - £3052 + VAT</li> <li>- Spinner Without Seating - £2,836 + VAT. Supply only</li> <li>- Solitary isolation rotator - £2344 + VAT</li> <li>- Surfboard Seesaw Springer £3259 + VAT or £4519 + VAT for a full replacement of grass mats under springer.</li> <li>- Having considered the quotations and potential concerns with regards to the currently available space, Cllrs resolved to install a Frog “Sit In “Spring Animal - £1275 + VAT installed.</li> <li>- The Parish Council were advised that the space around the removed springer is limited for any rotating item. Each of the play items have a minimum safety zone of between 1m &amp; 1.5m. Rotating items, designed for multiple users require a minimum of 2m free space around them. The installation of a rotating item would conflict with the BS EN 1176/1177 safety standards for outdoor play and the play space would be uncompliant.</li> </ul> </li> </ul> <p>Proposed: GB Seconded: PP Outcome: All Cllrs present voted in favour of the expenditure and actions detailed above.</p> <ul style="list-style-type: none"> <li>▪ Rospa Play safety inspection completed 06.09.22. <ul style="list-style-type: none"> <li>- Pete Coates – Work allocated and has commenced.</li> <li>- Pressure cleaning of Main Road Play area equipment. Initial quotation received. Due to the cost of the work a further quotation to be obtained prior to the award of the contract.</li> </ul> </li> </ul> <p>Proposed: PP Seconded: GB Outcome: All Cllrs present voted in favour of delegating authority to AB to award the contract for the pressure cleaning.</p> <ul style="list-style-type: none"> <li>- New Equipment provider to be requested to tighten the tighten / replace the suspension mechanisms / loose pivots on the Main Road swings.</li> <li>▪ Gilberdyke and Newport Landfill Site. Update requested from Katherine Richardson from the Environment Agency (EA) – Outstanding.</li> <li>▪ The Main Road / Small Play Area seat replacement installed 10.10.22</li> <li>▪ ERNLLCA September Newsletter</li> <li>▪ ERYC Domestic Abuse Awareness Month Oct 2022</li> <li>▪ Nottingham Knockers Cold Calling in East Riding Villages</li> <li>▪ Village Hall smell – Investigated and update provided.</li> <li>▪ ERYC Standards Committee and Standards Committee Hearing - 18 .10.22</li> <li>▪ Smile – Free Help and Support for Local Community Groups - Brough 18.11.22 and HOSM 11.11.22</li> <li>▪ East Riding of Yorkshire Council agrees initial cost-of-living support measures – Information to Cllrs and Website</li> </ul>	<p>AB</p> <p>AB/SE</p> <p>AB</p>
2022/10/11	<p>Burials / Cemetery</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Cemetery Extension update</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ CY provided an update to Cllrs. Cllrs advised that many graves do not have an owner as they have died or are not traceable. CY to provide further guidance to Cllrs with regards to the legal ownership and responsibilities for</li> </ul>	CY

	<p>the maintenance and renovation of memorials. Following the memorial inspection completed in September attempts are ongoing to resolve the maintenance requirements for the three memorials requiring work. There are over 300 graves with no owners and many more with owners going back to the 1980's and 1990's, many of whom will potentially have died. Work ongoing to track these including those with grave plot reservations. CY agreed that the trees alongside the Main Rd at St Stephens Churchyard should have the lower branches removed.</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ The removal of the Gilberdyke Parish Council contribution for the Cemetery maintenance has been confirmed and a revised scale of charges confirmed via the Website, Cemetery noticeboard and Facebook page. Gilberdyke residents will be charged the standard fee rather than the reduced fee with immediate effect.</li> <li>▪ Cemetery extension update – Further correspondence with the landowner 10.10.22. Ongoing.</li> </ul>	<p>AB</p> <p>AB</p>
2022/10/12	<p>Finance – to agree payments in accordance with the budget. Financial report for period ending 30th September 2022. To approve schedule of payments and payments requiring preauthorisation for payment Newport &amp; Gilberdyke Youth Project Finance Update</p>	
	<ul style="list-style-type: none"> <li>▪ Financial reports for September 2022 forwarded to Cllrs 02.10.22. SM review and sign off complete 11.10.22.</li> <li>▪ JP has completed a review of the July and August accounts and has agreed to review the September accounts.</li> <li>▪ To approve schedule of payments for September 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: LC Seconded: DO Outcome: All Councillors accepted and voted in favour of the above points.</p> <ul style="list-style-type: none"> <li>▪ Newport &amp; Gilberdyke Youth Project Finance. Jake Wilde has confirmed that the Youth Project leader has returned the laptop. The Gilberdyke Parish Council Finance subcommittee will meet shortly and consider Part 2 of the requested NGYP contribution.</li> </ul>	JP
	Next Meeting: Tues 8 <sup>th</sup> November 2022– Newport Primary School at 7pm – Hall Entrance	
	Meeting closed at 8.25pm	

## Appendix 1 - Finance. Summary of payment and receipts – September

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.09.22	HSBC Banking Charges - To 20.08.22	£10	
14.09.22	Poste Haste Printers - Newsletter	£140	
14.09.22	Rospa Play Safety Inspection - 06.09.22	£184.80	
26.09.22	NPC Clerk Business Line Sept - Giff Gaff	£6	
Payments made to be retrospectively authorised			
05.09.22	H M Land Registry Fee - Search of the Index Map (Via A Barker)	£4	
05.09.22	Postage Stamps (Via A Barker)	£5.44	
06.09.22	Steve Goddard - Bus Shelters	£96.00	
30.09.22	HMRC - NI and Income Tax September	£9.20	
30.09.22	Staff Salaries September	£764.40	
Receipts to be noted			
14.09.22	Hortons - Pearce		£380

- Additional expenditure in October to date for formal approval by Cllrs
  - Earth Anchors - Meridian 1.5m seat - Main Rd / CSW - £562.80
  - A SEFTON - Cemetery - Sept 22 - £480
  - Shaws - Grant of Exclusive Right of Burial (BB24) book - £132
  - HM Land Registry - Adverse Possession Application - £85
  - P W Coates INV 132 Total Sept 22 - £1,550
  - Staff Salary and HMRC Sept 22 - £119.47
- Additional Income received in October.
  - Precept payment - £20,000
  - Pogo – Newsletter sponsor - £30
  - Rudston Funeral Directors – M Old - Cemetery Fee - £760

### Newport Parish Council Meeting

**Date & Time:** Tuesday 13<sup>th</sup> September 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr H Robinson – Vice Chairperson (HR), Cllr G Bate (GB), Cllr D O’Connell (DO), Cllr S Elliott (SE), Cllr J Preston (JP), Cllr L Cressey (LC), A Barker – Clerk (AB).

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

Queen Elizabeth II has died at Balmoral age 96 after reigning for 70 years. SM paid tribute and expressed deep sadness on the death of Queen Elizabeth II, confirming our thoughts and condolences are with the Royal family and everyone around the world mourning the loss of Her Majesty. Cllrs stood for a minute’s silence.

Public Forum	The Public Forum commenced at 7pm. 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
	None Present	
2022/09/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr P Pettit (PP), Cllr R Bate (RB), Cllr J Lamming (JL), C Young – Burial Clerk (CY),	
2022/09/02	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: Market Weighton Canal Trail – DO	
2022/09/03	To approve draft minutes of the Parish Council Meeting held on 12 <sup>th</sup> July 2022	
	Proposed: GB Seconded: SE Outcome: All Councillors in attendance at the meeting voted to approve the minutes. LC and HR abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/09/04	Clerks Report including updates on action points / matters arising including	
	<ul style="list-style-type: none"> <li>▪ July Parish Council Meeting. Summary provided to Cllrs 07.09.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> <li>▪ Village Walkabout completed 23.06.22 (RB and AB). Review of the works completed to 31.08.22 and update requested with regards to outstanding actions from Dave Sach / Jim McGivern. Further works requested on Drain Lane, Canal Side East, and Meadow Lane.</li> </ul>	
2022/09/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>▪ Market Weighton Canal Trail. GS provided an Email update. Progress continues in finalising the design of the gateway points at Humber Lock, Newport, and Market Weighton. Heavy-duty seating installations along with the interpretation boards, population of the website, signage, route clearance, repairs to gates and stiles along the route is ongoing. Installation of the route signs are scheduled for late October / early November.</li> <li>▪ Newport New Generation / Community Interest Company / Newport Youth provision. This section of the agenda will be referred to as the Newport Action Group in future meetings.</li> <li>▪ Newport Village Green and Play Area extension proposal. Environment Agency (EA) meeting completed 27.07.22 with Marilyn Peckitt (MP) and Emily Armatage (Operational Department). Email update provided. <ul style="list-style-type: none"> <li>- MP subsequently confirmed the process for the sale of the land.</li> <li>- MP confirmed the Play Area lease extension will be held over until a decision regarding the potential sale of the land has been completed.</li> <li>- The excavation for any foundations for playground equipment makes this a flood risk activity requiring a bespoke permit.</li> <li>- An Official Search of Index Map submitted to the Land Registry. Adverse Possession application forms completed for a small part of the Play Area.</li> <li>- Cllrs thanked AB for the work completed to progress this project.</li> </ul> </li> <li>▪ ER Community Tree Planting Fund &amp; Humber Forest Funding. <ul style="list-style-type: none"> <li>- Suggestion made that trees should be planted along the southern boundary of the M62. Canal Side East to Stony Lane (approx. 0.8mile or 1.3km). This would help deaden the vehicle noise and absorb some of the pollution especially for the residents north of Main Road. GS</li> </ul> </li> </ul>	AB

	<p>previously confirmed he would be pleased to work with AB to prepare any applications needed for this.</p> <ul style="list-style-type: none"> <li>- Contact made with National Highways (NH) regarding tree planting adjacent to the M62. NH have been contributing to the Northern Forest. The spine of this runs along the M62 so this location is ideal for consideration. Contact to be made with Tim Haskell (Senior Environment Specialist) to progress.</li> <li>- Care to be taken to ensure that walkers and horse riders can still enjoy using the right of way following any tree planting.</li> </ul>	GS  AB
2022/09/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 07.09.22</p> <p>Planning Applications to consider at this meeting:</p> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 22/00552/PLF Land North of Threeways Landing Lane (G Bate) – No comment submitted by Newport Parish Council. ERYC Declined 30.08.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 22/01763/STVAR Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR Lemkes Limited Unit 4 Dianthus Business Park. Objected 27.06.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF – The Flower Outlet Unit 3 Dianthus Business Park (Newport Buildings). Objected 20.07.22</li> <li>▪ 22/01379/PLF Erection of an agricultural building and associated access track. Land South East Of Leather Dog Nurseries (Harrison) – Approved 19.08.22</li> <li>▪ 22/02613/PLF Siting of 2 portakabins and 1 storage container for use ancillary to existing agricultural building (retrospective) Land South Of 20 Wallingfen Lane (Lilley) – Approved 05.09.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>▪ Cllrs requested that information be requested from Gilberdyke PC / ERYC with regards to the removal of the public right of way on the Main Road, Scalby to Mill Lane.</li> </ul>	AB
2022/09/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA District Committee – 21.07.22 AB</li> <li>▪ ERNLLCA Clerks Chat – 26.07.22 / Closed Churchyards 10.08.22 / S137 Planning 06.09.22 - AB</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>▪ ERNLLCA - Play inspection training 10th November. Cllrs in attendance at the meeting voted to approve AB's attendance at this event and the payment of the fee (£15). Proposed: HR Seconded: DO</li> <li>▪ Scribe Fest – Postponed to 14.10.22 (AB). Cllrs may also attend.</li> <li>▪ ERNLLCA – Schedule of courses available confirmed (August Newsletter)</li> <li>▪ Scribe – Various courses available.</li> </ul>	AB
2022/09/08	Committee and Working Party Update	
	Burial Working party update including land purchase for the extension to the Cemetery.	AB/SM

	<ul style="list-style-type: none"> <li>Further contact made with the owner of the land adjacent to the Cemetery to discuss potential options on 22.08.22. Further contact to be made.</li> </ul> <p>Community Action Working Group and Parish Plan update</p> <ul style="list-style-type: none"> <li>Market Weighton Canal Fishing Rights – MP advised that the Environment Agency (EA) are not able to deal with the Fishing licence renewal at the present time but are hopeful the EA will be by the end of the year.</li> </ul> <p>Events Working Party (Including Christmas Lights planning)</p> <ul style="list-style-type: none"> <li>Meeting completed 24.08.22 (JL, HR, LC). Report sent to Cllrs 01.09.22. <ul style="list-style-type: none"> <li>Plans finalised for the distribution of the remaining Commemorative Mugs and Coins on 14<sup>th</sup> September 2022.</li> <li>Update provided to Cllrs with regards to Remembrance Day, Christmas Lights, Platinum Jubilee Mug Presentation, Raft Race 2023, and the requested budget for 2023.</li> <li>Events Working Party budget request for approval for 2023: - Christmas 2023 £2,750 (2022 £2500), Raft Race Grant 2023 £1,000 Community Events 2023 £500, Remembrance Day 2023 £100 (2022 £200). Total £4,350</li> </ul> </li> <li>Update provided with regards to the 2022 Christmas plans and expenditure.</li> </ul> <p>Proposed: SE    Seconded: DO    Outcome: All Cllrs present voted in favour of the previously approved 2022 expenditure and the 2023 events working party budget.</p>	
2022/09/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 02.09.22 for review.</p> <ul style="list-style-type: none"> <li>Working Groups Protocol – no changes required</li> </ul> <p>Proposed: HR    Seconded: JP    Outcome: All Cllrs present voted in favour of the proposal. AB to upload the document to the website.</p>	AB
2022/09/10	Cllr updates and correspondence received for action and to note including the Landfill site	
	<p>The following correspondence previously distributed to Cllrs by email for action: -</p> <ul style="list-style-type: none"> <li>ERNLLCA AGM 22.09.22. Any Cllr wishing to attend to advise AB.</li> <li>Main Road Play Area – Broken Rocker Car spring (Installed May 2013). The replacement spring is not compatible and has been returned. Quotations obtained for a similar “spring” piece of equipment. Cllrs confirmed a preference for a roundabout (or similar) that can be used by up to four children. Quotations to be obtained and presented to the October meeting.</li> <li>Rospa Play safety inspection completed 06.09.22. Information shared with Cllrs 07.09.22. Summary of issues presented with the recommended actions to be completed agreed. AB to allocate the works for completion.</li> <li>Cllrs reminded re the Paul Bellotti East Riding of Yorkshire Council drop-in event on 29th September. 4pm-7.30pm at Goole Leisure Centre,</li> <li>Gilberdyke and Newport Landfill Site. Cllrs discussed the updates provided by Kevin Clifford (and expressed thanks) since the last meeting. Gilberdyke Parish Council have expressed a desire to form a joint working group to campaign re the Landfill site. Kathrine Richardson from the Environment Agency (EA) provided an update on 05.08.22. <ul style="list-style-type: none"> <li>A regulatory visit with the planners was conducted on 23.06.22 by EA.</li> <li>The operator does not have an end date in their permit for the completion of restoration works. The permit does limit the amount of material which can be brought on to site. Survey data from the operator is currently under assessment.</li> <li>As part of EA’s regulatory functions, the Environment Agency continues to regulate the environmental permit and monitor activities at the site.</li> </ul> </li> </ul>	<p>AB</p> <p>AB</p>

	<p>This has included reviewing waste returns and reports the operator has supplied. Officers have attended the site at least once a quarter (Most recently in March 2022). EA observed the operator sampling the restoration material in line with permit requirements.</p> <ul style="list-style-type: none"> <li>- EA are working with the planning authority to inspect the restoration profile (this is a planning requirement) and review compliance with the site restoration plan.</li> <li>- EA's regulatory work is currently ongoing regarding the amount of CLO, sampling, the site profile, and final restoration. EA and partner agencies continue to review the activities of the operator, and to consider what regulatory action is appropriate and required, in the final phases of the restoration.</li> </ul> <ul style="list-style-type: none"> <li>▪ The Main Road / Small Play Area Bench has been temporarily repaired but requires replacement. Research completed and comparative quotes shared with Cllrs on 15.08.22. Cllrs confirmed a preference for the purchase of a good quality replacement and instructed AB to purchase a 1.5m meridian seat from Earth Anchors. Proposed: SE Seconded: DO Outcome: All Cllrs present voted in favour of the proposal. AB to order the new seat and arrange installation</li> <li>▪ Civility and Respect Project –Information previously provided via the ERNLLCA August Newsletter. No further action currently.</li> </ul>	AB
2022/09/11	<p>Burials / Cemetery</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Gilberdyke Parish Council contribution and charges for residents.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Memorial inspection at the Newport cemetery completed with CY 05.09.22. Three memorials require some maintenance work. CY provided a report re the specific memorials (Shared with Cllrs). Contact to be made with relatives where possible to agree the actions to be taken.</li> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ The Gilberdyke Parish Council Meeting minutes of 13.06.22 (Published 26.08.22) provide confirmation regarding the withdrawal of funding from Gilberdyke Parish Council towards cemetery costs. The invoice for financial year 2022/23 of £1,700 was submitted for payment on 13.04.22.</li> <li>▪ Gilberdyke PC have been informed of the impact of withdrawing the annual contribution and accept that an increase in charges (To the standard scale of charges) will need to be made for residents of Gilberdyke.</li> <li>▪ Following the decision of Gilberdyke Parish Council not to pay the Cemetery maintenance contribution of £1,700, Cllrs resolved that Gilberdyke residents will need to be charged the standard fee rather than the reduced fee with immediate effect. Revised scale of charges to be confirmed via the Website, Cemetery noticeboard and Facebook page.</li> </ul> <p>Proposed: GB Seconded: HR Outcome: All Cllrs present voted in favour of the proposal to increase the fees to the standard rate for Gilberdyke residents.</p> <ul style="list-style-type: none"> <li>▪ Churchyard Bench (Audrey Cressey). Jim Cressey has removed the bench and will arrange the repair and return.</li> <li>▪ Cemetery fee bench marking exercise completed. Review of fees to be completed 01.04.23</li> </ul>	<p>CY</p> <p>AB / CY /PP</p>
2022/09/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>▪ Financial report for periods ending 31st July and 31st August 2022.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>▪ Newport &amp; Gilberdyke Youth Project Finance Update</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Business Banking – Cllrs approved the request for an Online Application by AB for a debit card and cheque book.</li> <li>▪ Financial reports for July and August 2022 forwarded to Cllrs 01.08.22 and 01.09.22. SM review and sign off complete 13.09.22.</li> <li>▪ JP has completed a review of the June accounts and has agreed to review the July and August accounts.</li> <li>▪ To approve schedule of payments for July and August 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments, proposed expenditure, and application for a debit card / cheque book. Proposed: JP Seconded: GB</p> <p>Outcome: All Councillors accepted and voted in favour of the above points.</p> <ul style="list-style-type: none"> <li>▪ Newport &amp; Gilberdyke Youth Project Finance. No further update received from the Gilberdyke PC Finance Sub Committee who will be reviewing the information sent with a view to finalising the outstanding accounts.</li> </ul>	<p>AB</p> <p>JP</p>
2022/09/13	Newport Summer Newsletter	
	<ul style="list-style-type: none"> <li>▪ Newport summer newsletter produced with information included from Newport Parish Cllrs and AB.</li> <li>▪ Newsletter content and finance previously approved (Ref 2021/12/08)</li> <li>▪ Cllrs requested to consider appointing Mr Copeland to edit the newsletter. LC to prepare a job description for Cllrs to approve. Cllrs provisionally approved a budget of £50 for editorial support for each newsletter. Cllrs to formally review and approve at the October Parish Council meeting.</li> </ul>	LC
	Next Meeting: Tues 11 <sup>th</sup> October 2022– Newport Primary School at 7pm – Hall Entrance	
	Meeting closed at 8.15pm	

#### **Appendix 1 - Finance. Summary of payment and receipts – July and August 2022**



Receipts and Payments July 2022			
Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.07.22	HSBC Banking Charges - To 20.06.22	£8	
14.07.22	HP N9K08AE 304XL High Yield Original Ink Cartridge, Black (2)	£46.84	
14.07.22	JRB Enterprise Ltd - Dog Gloves	£330.00	
18.07.22	Annual Insurance - BHIB / Aviva	£758.84	
18.07.22	Moordale Foods - Platinum Jubilee Hammoers	£242.54	
26.07.22	NPC Clerk Business Line july - Giff Gaff	£6	
Payments made to be retrospectively authorised			
28.07.22	A SEFTON - Cemetary - July 22	£480	
28.07.22	P W Coates INV 130 Total July 22	£1,510	
29.07.22	PKF Littlejohn - Limited Assurance Review	£360	
29.07.22	HMRC - NI and Income Tax Ref 2304	£42.95	
29.07.22	Staff Salaries - July Pay	£874.22	
Receipts to be noted			
26.07.22	Hortons - P Baitson		£245

#### Receipts and payments August 2022

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.08.22	HSBC Banking Charges - To 20.07.22	£8	
15.08.22	Kompan - Rocker Car Spring	£282	
26.08.22	NPC Clerk Business Line August - Giff Gaff	£6	
Payments made to be retrospectively authorised			
17.08.22	Karen Dwane - Newsletter Editor	£25	
30.08.22	A SEFTON - Cemetary - August 22	£320	
31.08.22	P W Coates INV 131 Total August 22	£796	
30.08.22	HMRC - NI and Income Tax Ref 2305	£21.60	
31.08.22	Staff Salaries - August Pay	£834.35	
Receipts to be noted			
15.08.22	Myers - Williamson		£110.00
25.08.22	Fletchers / Bullement (Cadman) P and W Coy		£405.00
Payments requiring pre authorisation for payment			
TBC	Poste Haste Printers - Newsletter		£140
TBC	Rospa Play Safety Inspection - 06.09.22		£185
TBC	Replacement Seat - Main Rd / CSW		TBC

## Newport Parish Council Meeting

**Date & Time:** Tuesday 12<sup>th</sup> July 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr G Bate (GB), Cllr D O’Connell (DO), Cllr J Lamming (JL), Cllr S Elliott (SE), Cllr R Bate (RB), Cllr J Preston (JP), A Barker – Clerk (AB).

**Members of the Public Present:** Cllr V Aitken (VA)

Public Forum	The Public Forum commenced at 7pm. 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
	VA – ERYC update provided. Positive feedback provided with regards to the Newport Platinum Jubilee celebrations. Keen to be involved with future raft Races (Via the Newport Action Group). VA is available to help Cllrs and residents.	
2022/07/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr P Pettit (PP), Cllr L Cressey (LC), Helen Robinson (HR), C Young – Burial Clerk (CY),	
2022/07/02	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: Market Weighton Canal Trail – DO GB submitted an updated declaration of interests. LC has requested and is to complete an updated declaration of interests – to be submitted via AB.	LC
2022/07/03	To approve draft minutes of the Parish Council Meeting held on 14 <sup>th</sup> June 2022	
	Proposed: SE Seconded: DO Outcome: All Councillors in attendance at the meeting voted to approve the minutes. RB and JP abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/07/04	Clerks Report including updates on action points / matters arising including	
	<ul style="list-style-type: none"><li>June Parish Council Meeting. Summary provided to Cllrs 08.07.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li><li>Village Walkabout completed 23.06.22 (RB and AB). Programme of works distributed to Cllrs 29.06.22. AB to inspect the works completed and report back to Jim McGivern on 27.07.22.</li></ul>	AB
2022/07/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"><li>Market Weighton Canal Trail. GS provided an update by email. Design work is ongoing with the signage and gateway designs (for Newport and Market Weighton). Further information should be available in August. Dr Peter Halkon of the University of Hull is supporting the project confirming the landscape around the Market Weighton canal has gone through many changes through time. Around 245,000-186,000 years ago the climate was very different and much warmer and extinct animals roamed. Bones of the now extinct straight tusked elephant have been discovered at North Cliffe and Bielsbeck.</li><li>Newport New Generation / Community Interest Company. LC provided an update via AB. Discussions ongoing with Skate Park designers.</li><li>Newport Youth provision (LC). No further update.</li></ul>	

	<ul style="list-style-type: none"> <li>Newport Village Green and Play Area extension proposal. EA meeting 28.06.22 postponed. Rescheduled for 27.07.22.</li> </ul>	AB
2022/07/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 08.07.22.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>Variation of Condition 2 (Use of Development) and Condition 12 (Hours of Operation) of planning permission 10/04218/STPLF - Erection of an extension to an existing building and erection of a new building with associated works in connection with a flower packing and distribution facility to allow for alterations for the use of the development and hours of operation. The Flower Outlet Unit 3 Dianthus Business Park (Newport Buildings). Concerns expressed re the hours of operation, proximity to other properties and parking. Cllrs to submit comments to AB by 18.07.22</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>22/01359/PLF Newfields Wallingfen Lane (Gill) – Approved 11.05.22. Approved 20.06.22</li> <li>22/01490/PLF Land South of Former Depot Main Road Newport (Magistro) Approved 28.05.22 Approved 23.06.22</li> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Mark Lilley) Approved 19.08.21 Approved 20.06.22</li> <li>22/01252/PLF Welburn House (Walters) Approved 28.05.22 Approved 06.07.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>22/00552/PLF Land North of Threeways Landing Lane (G Bate) – No comment submitted by Newport Parish Council.</li> <li>22/01379/PLF Land South East Of Leather Dog Nurseries Leatherdog Lane (Harrison) – Approved 23.05.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>22/01763/STVAR Variation of Condition 10 (use of building) and Condition 13 (approved plans) of planning permission 20/01569/STVAR Lemkes Limited Unit 4 Dianthus Business Park. Objected 27.06.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	Cllrs/AB
2022/07/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>ERYC Code of Conduct Training – 22.06.22. Presentation slides shared 04.07.22 and updated provided at the meeting.</li> <li>T&amp;PC Liaison Meeting – AB/SE 15.06.22 HR - 22.06.22. Slides to Cllrs 08.07.22 and update provided at the meeting.</li> <li>Scribe - Deploying Electric Vehicle infrastructure into your villages and towns 15.06.22 / Improper Officer 24.06.22 AB</li> <li>ERNLLCA – Clerk Training Day 16.06.22. Update provided at the meeting</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>ERNLLCA – Good Cllr – Roles 19<sup>th</sup> July 2pm or 6.30pm / The Law 20<sup>th</sup> July 2pm and 6.30pm. Cllrs to advise AB if they would like to attend either session.</li> <li>Scribe –Scribe and ERNLLCA – Various courses available.</li> </ul>	
2022/07/08	Committee and Working Party Update	
	Burial Working party update including land purchase for the extension to the Cemetery.	AB/SM

	<ul style="list-style-type: none"> <li>Further contact made with the owner of the land adjacent to the Cemetery in 12.07.22 to discuss potential options. Further contact agreed in August.</li> </ul> <p>Community Action Working Group and Parish Plan update</p> <ul style="list-style-type: none"> <li>Canal Side West / Main Road play area lease and potential purchase to extend the play area and develop a village green. Environment Agency meeting 28.06.22 postponed. Rescheduled for 27.07.22.</li> <li>Market Weighton Canal Fishing Rights – update to be provided following the above meeting.</li> <li>Brickyard new trees strimming (GS). Cllrs agreed that strimming around the trees is not required at this time. To be planned for Oct 22.</li> <li>Brickyard Maintenance. BMX warning notice to be installed and the Nest basket swing painted by P Coates.</li> </ul> <p>Events Working Party (Including the Queens Platinum Jubilee and Christmas Lights planning)</p> <ul style="list-style-type: none"> <li>Cllrs resolved to award prizes to the eight best dressed houses in Newport as chosen by Cllrs. Prizes to be awarded for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places plus five highly commended runners up. Website, Newsletter, and social media to be updated</li> <li>LC previously confirmed that the Hampers are scheduled for delivery by 15.07.22. Budget previously agreed. Invoice to be submitted to AB for payment.</li> <li>Events working party (HR, LC, DO, JL, PP) to finalise plans for the distribution of the remaining Commemorative Mugs and Coins. LC previously requested funding for a room at the Village Hall for distribution (Budget up to £30)</li> </ul> <p>Proposed: DO    Seconded: SE    Outcome: All Cllrs present voted in favour of the proposal to publish details of the first line of the winning addresses.</p> <ul style="list-style-type: none"> <li>The ERYC end of grant report to be completed.</li> <li>Christmas plans and expenditure 2022. The Events Working Party to prepare a detailed proposal to present to Cllrs at the September Parish Council Meeting. No update provided.</li> </ul>	<p>AB</p> <p>AB</p> <p>AB/PP LC</p> <p>LC</p> <p>Events Working Group</p> <p>AB Events Working Party</p>
2022/07/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 08.07.22 for review.</p> <ul style="list-style-type: none"> <li>Subject Access Request Form</li> <li>Data Retention Policy</li> </ul> <p>Proposed: JL    Seconded: SE    Outcome: All Cllrs present voted in favour of the proposals AB to upload the document to the website.</p>	AB
2022/07/10	Cllr updates and correspondence received for action and to note including vandalism at the play areas	
	<p>The following correspondence previously distributed to Cllrs by email for action: -</p> <ul style="list-style-type: none"> <li>Main Road Play Area – Broken Rocker Car spring (Installed May 2013). Cllrs considered the actions to be taken following the breakage of the spring. Cllrs agreed that as the spring is guaranteed for 5 years, that this incident should be treated as “wear and tear”. Options for replacement and repair considered and Cllrs resolved that a new spring should be purchased from Kompan at a cost of £235 + VAT. P Coates has confirmed that he can fit the replacement spring. Rospa Play safety inspection booked for Sept/Oct 22.</li> </ul> <p>Proposed: GB    Seconded: SE    Outcome: All Cllrs present voted in favour of replacing the spring and that the incident should be treated as wear and tear rather than vandalism.</p> <ul style="list-style-type: none"> <li>ERYC Gypsy and Traveller Accommodation Assessment</li> <li>National Highways and Transport (NHT) Public Satisfaction Survey</li> </ul>	AB

	<ul style="list-style-type: none"> <li>▪ Crown Pub – Anti Social Behaviour 30.06.22 and 01.07.22. Information provided to Cllrs 04.07.22 who considered the information and advice provided by AB to the resident who has been advised to report the incident to the ERYC Safe Communities team.</li> </ul> <p>The following emails previously distributed to note: -</p> <ul style="list-style-type: none"> <li>▪ ERYC Civility and Respect Project, ERYC Lifestyle Information, ERYC Substance Misuse and Suicide Prevention Training, ERYC – Paul Bellotti events – July to Oct 22, ERYC Safe Communities Anti-Social Behaviour update – June 22, ERYC Youth Council 20.07.22 and Youth Environment Summit 16.07.22 (Cancelled 11.07.22 until further notice), ERYC Council News 01.07.22, ERYC Pride Poster.</li> </ul>	
2022/07/11	<p>Burials / Cemetery</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Gilberdyke Parish Council contribution and charges for residents.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Newport Parish Council are awaiting confirmation (Via the Gilberdyke Parish Council Meeting minutes) that the requested contribution to Newport Cemetery of £1,700 per annum towards Cemetery maintenance will not be paid (As per the annual invoice sent 13.04.22).</li> <li>▪ Gilberdyke PC have been informed of the impact of withdrawing the annual contribution and accept that an increase in charges (To the standard scale of charges) will need to be made for residents of Gilberdyke.</li> <li>▪ Cllrs resolved that AB should speak to Jake Wilde (Clerk to Gilberdyke PC) to confirm the resolution by Gilberdyke PC and that the fees should be increased to the standard charges when the Gilberdyke PC minutes of the June meeting are published.</li> </ul> <p>Proposed: GB Seconded: JL Outcome: All Cllrs present voted in favour of the proposal to increase the fees to the standard rate for Gilberdyke residents.</p> <ul style="list-style-type: none"> <li>▪ Churchyard Bench – Audrey Cressey – The bench is damaged and unsafe. Notice installed 23.06.22 advising that the bench will be removed on 1<sup>st</sup> August 2022. Update provided by AB following a telephone conversation with LC (Emails received from Rev L Kenny discussed). LC confirmed that the seat will be removed, and the plaque will be placed on a new bench to be purchased by the relatives.</li> </ul>	<p>AB</p> <p>LC</p>
2022/07/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>▪ Financial report for period ending 30<sup>th</sup> June 2022.</li> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>▪ Newport &amp; Gilberdyke Youth Project Finance Update</li> <li>▪ Insurance Renewal, schedule of cover and quotations</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Financial report for June 2022 forwarded to Cllrs 04.07.22. SM review and sign off complete 12.07.22.</li> <li>▪ JP has completed a review of the April and May accounts and has agreed to review the June accounts.</li> <li>▪ Clerk additional 6 Hrs worked – June 22. Approved.</li> <li>▪ Annual Insurance Review completed with quotations received from Came and Co, BHIB and Zurich Insurance. Cllrs resolved to accept the offer from BHIB (Aviva) due to the scope of cover, premium and reduced excess.</li> <li>▪ To approve schedule of payments for June 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul>	JP

	<p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure including the insurance proposal. Proposed: SE Seconded: RB Outcome: All Councillors accepted and voted in favour of the above points.</p> <ul style="list-style-type: none"> <li>Newport &amp; Gilberdyke Youth Project Finance. Jake Wilde confirmed on 14.06.22 that Gilberdyke PC have a Finance Sub Committee who will be requested to review the information sent with a view to finalising. Accounts information previously prepared and submitted to Gilberdyke PC.</li> </ul>	
2022/07/13	<p>Newport Summer Newsletter</p> <ul style="list-style-type: none"> <li>Content / Information required and deadline for contributions.</li> <li>Anticipated advertising revenue and production costs.</li> </ul>	
	<ul style="list-style-type: none"> <li>RB requested to provide information for the featured Cllr section.</li> <li>LC requested that AB provide information re the Platinum Jubilee Best Dressed House awards and the 2022/23 Precept.</li> <li>Newport Newsletter content and finance previously approved (Minute Ref 2021/12/08)</li> <li>Cllrs encouraged to provide further content and details of advertisers</li> </ul>	<p>RB AB</p> <p>Cllrs</p>
	Next Meeting: Tues 13 <sup>th</sup> Sept 2022– Newport Primary School at 7pm – Hall Entrance	
	Meeting closed at 8.03 pm	

## Appendix 1 - Finance. Summary of payment and receipts - June 2022

### Receipts and payments June 2022

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.06.22	HSBC Banking Charges - To 20.05.22	£8	
24.06.22	ERNLLCA - Clerks Training Day	£12	
27.06.22	NPC Clerk Business Line May - Giff Gaff	£6	
Payments made to be retrospectively authorised			
01.06.22	A SEFTON - Cemetary - May22	£480	
21.06.22	Alan Barker - Clerk Training Day Expenses	£12.90	
29.06.22	A SEFTON - Cemetary - June 22	£480	
29.06.22	P W Coates INV 129 Total June 22	£1,944	
29.06.22	Heat at Home - Cemetery Tap Repair	£66	
30.06.22	HMRC - NI and Income Tax Ref 2303	£51.64	
30.06.22	Staff Salaries - June 22	£926.54	
Receipts to be noted			
07.06.22	SP memorials - Guest		£155
13.06.22	Jones Funeral Directors - G Williamson		£245.00
16.06.22	SP memorials - Wade		£155.00
24.06.22	Hortons - W Douthwaite		£380.00
Payments requiring pre authorisation for payment			
31.07.22	Clerks 6 Additional Hours - June 2022	TBC	
TBC	HP N9K08AE 304XL High Yield Original Ink Cartridge, Black (2)	£46.84	
TBC	JRB Enterprise Ltd - Dog Gloves	£330.00	

## Newport Parish Council Meeting

**Date & Time:** Tuesday 14<sup>th</sup> June 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Helen Robinson (HR), Cllr G Bate (GB), Cllr G Shields (GS), Cllr D O’Connell (DO), Cllr L Cressey (LC), Cllr J Lamming (JL), Cllr S Elliott (SE), C Young – Burial Clerk (CY), A Barker – Clerk (AB),

**Members of the Public Present:** D Ettridge

Public Forum		Action
	The Public Forum commenced at 7pm. 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.	
	David Ettridge on behalf of Ettridge Architecture Ltd provided information with regards to a Newport Fishing Cabins project for four fishermen's cabins located on Canal Side West on behalf of the client Gemini Consulting, prior to seeking planning consent for the proposal. Provisional plans, elevations and 3D images presented to the Cllrs. Prior to the presentation SM stated this was a presentation not a consultation and Cllrs would not be asking any questions or clarifying any points. David did ask if the Council could advise him prior to him submitting the plans and was advised this is not possible. The Non-Pecuniary Interest as detailed in point 2022 06 02 was disclosed at the start of the meeting. David had not been made aware by the landowner of the Parish Councils enquiry with regards to purchasing the land.	
2022/06/01	To note apologies for absence	
	Cllr R Bate (RB), Cllr P Pettit (PP), Cllr J Preston (JP),	
2022/06/02	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: Newport Fishing Cabins project - All Cllrs as Newport Parish Council had made enquiries via AB about purchasing the land to create a Village Green on 20.04.22. Market Weighton Canal Trail - GS / DO Remembrance / Poppies – GS due to involvement with the Soldiers, Sailors, Airmen and Families Association.	
2022/06/03	To approve draft minutes of the Annual Parish Council and Annual Parish Meetings held on 10th May 2022	
	Annual Parish Council. Proposed: GB Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve the minutes. Annual Parish Meeting. Proposed: HR Seconded: GB Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GS abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/06/04	Clerks Report including updates on action points / matters arising including	
	<ul style="list-style-type: none"><li>May Parish and Council Meetings. Summary provided to Cllrs 08.06.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li><li>Public Meeting – Newport Landfill Site. Gilberdyke PC have advised via Jake Wilde (JW) that the concerns relating to the landfill site they believe are mainly around the drainage. This matter has been referred to the Gilberdyke</li></ul>	

	<p>PC Emergency Planning subcommittee. SM confirmed that one resident is sending information directly to David Davis MP.</p> <ul style="list-style-type: none"> <li>▪ Village Maintenance Checklist, Risk Management, and Insurance <ul style="list-style-type: none"> <li>- Play Area Inspection Template – Introduced wef June 22</li> <li>- Village Checklist updated with assistance from CY 06.06.22.</li> <li>- Meeting completed with P Coates (PC) 06.06.22. Feedback requested from all contractors with regards to maintenance requirements monthly.</li> <li>- Comprehensive review of Assets v Insurance completed and updated subsequently. Assets added as purchased net of VAT. Annual auto increase by the insurer in line with cost of living.</li> <li>- Risk management schedules updated and shared with contractors.</li> </ul> </li> <li>▪ Village Walkabout schedule and information (To Cllrs 06.06.22) – JL to complete the walkabout with ERYC officers 22.06.22 at 9.45am. Cllrs requested to provide details of any further issues by 17.06.22</li> <li>▪ Footpath 2. Simon Parker ERYC advised on 11.05.22 that the bridge highlighted on the map is not missing. There is a slight dogleg on the path, so it does not continue in a straight line after the bridge into the crop. A way marker is present a few meters along from the bridge to direct people along the correct line.</li> </ul>	Cllrs
2022/06/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>▪ Market Weighton Canal Trail (GS). The designs for the gateways are being finalised with information available in 5 -6 weeks. Further input has been received from the Yorkshire Wildlife Trust and Environment Agency.</li> <li>▪ Newport New Generation / Community Interest Company (LC). Further input has been requested from Frank Butler. The working group has a constitution. Working with the Newport Action Group and other bodies. Monies are available in their bank account.</li> <li>▪ Newport Youth provision (LC). Spoke to Steve Young (Bubwith PC) with regards to funding opportunities. Speaking to Skate Park designers and has inspected the Pocklington Skate Park (Which cost £63K). Investigating the potential grants available from the FCC Community Action Fund.</li> <li>▪ Village Green Proposal. No further update.</li> </ul>	LC
2022/06/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 08.06.22.</p> <p>Planning Applications to consider at this meeting: N/A</p> <p>Planning decisions confirmed by ERYC since the last meeting: N/A</p> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 22/00552/PLF Land North Of Threeways Landing Lane (G Bate) – No comment submitted by Newport Parish Council.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 22/01359/PLF Newfields Wallingfen Lane (Gill) – Approved 11.05.22</li> <li>▪ 22/01379/PLF Land South East Of Leather Dog Nurseries Leatherdog Lane (Harrison) – Approved 23.05.22</li> <li>▪ 22/01252/PLF Welburn House (Walters) Approved 28.05.22</li> <li>▪ Land South Of Former Depot Main Road Newport (Magistro) Approved 28.05.22</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>▪ 21/03710/OUT OUTLINE - Erection of a dwelling (all matters reserved) Land North West Of 36 Canal Side East (Robinson) – Appeal submitted 08.04.22</li> </ul>	



	<ul style="list-style-type: none"> <li>21/03705/OUT OUTLINE - Erection of two dwellings (all matters reserved) Ambria 36 Canal Side East (Ward) – Appeal submitted 17.05.22</li> <li>21/03712/OUT OUTLINE - Erection of a dwelling (all matters reserved) 41 Canal Side East (Duckworth) – Appeal submitted 20.04.22</li> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21. Advised to be considered by the Planning Committee 01.06.22.</li> <li>22/00015/REFUSE Land Northwest Of 36, Canal Side East (Robinson) – Appeal deadline for further comment to the Commissioner 12.05.22</li> </ul>	
2022/06/07	Clerk and Councillor Training including Code of Conduct Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>Scribe – Sales Invoices &amp; Purchase Orders 01.06.22 – AB</li> </ul> <p>Training and events booked and previously approved scheduled in the next month</p> <ul style="list-style-type: none"> <li>ERYC Code of Conduct Training – 22.06.22 JL, HR, DOC, LC, JP, RB, AB</li> <li>T&amp;PC Liaison Meeting – 15.06.22 and 22.06.22 SE, HR, AB</li> <li>Scribe - Deploying Electric Vehicle infrastructure into your villages and towns 15.06.22 AB</li> <li>ERNLLCA – Clerk Training Day 16.06.22</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>ERNLLCA – Good Cllr – Roles 19<sup>th</sup> July 2pm or 6.30pm / The Law 20<sup>th</sup> July 2pm and 6.30pm. Cllrs to advise AB if they would like to attend either session.</li> <li>Scribe – Scribe and ERNLLCA – Various courses available.</li> </ul>	Cllrs
2022/06/08	Committee and Working Party Update	
	<p>Personnel Committee – Terms of Reference re appointment of Chair / Amendment to Standing orders (Information to Cllrs 06.06.22). Cllrs resolved to annually appoint a Chair of the Personnel Committee rather than amend the Standing Orders / Personnel Committee Terms of reference. GS was requested to take on the role of Chair. Proposed: DO Seconded: JL Outcome: 7 Councillors voted in favour with GB abstaining.</p> <p>Burial Working party update including land purchase for the extension to the Cemetery.</p> <ul style="list-style-type: none"> <li>Update provided following correspondence with the ERYC Estates and Valuation team, the owner of St Stephens House, The Diocese of York (Senior Glebe, Property and Trusts Officer) and Rev Lynn Kenny.</li> <li>Further contact to be made with the owner of the land adjacent to the Cemetery in July 22 to discuss potential options.</li> <li>Guidance shared from Julie Dunk (Institute of Cemetery and Crematorium Management) with regards to the legalities re purchase of land for Cemetery use.</li> </ul> <p>Community Action Working Group update / Parish Plan including Tree planting (The Conservation Volunteers).</p> <ul style="list-style-type: none"> <li>Environment Agency (EA) update shared with regards to the Canal Side West / Main Road play area lease and potential purchase.</li> <li>Cllrs confirmed the preference to purchase the EA owned land to expand the play area / village green which would be subject to an independent valuation being commissioned. The Parish Council would have to bear the cost along with any surveying and legal costs. AB to discuss further with EA.</li> <li>The current 10-year lease comes with an entitlement to renew. Legal costs will be payable in addition to the cost of the new lease.</li> </ul>	<p>AB/SM</p> <p>AB</p>

	<ul style="list-style-type: none"> <li>Market Weighton Canal Fishing Rights. EA are undertaking a wider fishing review and renewal of the fishing rights are on hold until completed.</li> <li>Brickyard Maintenance. Warning notices installed – BMX notice to be installed by P Coates. The Nest basket swing will be painted shortly. Repair to the gate posts and gate completed. Graffiti on the Brickyard slide is being removed.</li> <li>Play Area Rospa inspection for Sept / October booked 06.06.22 (£154 + VAT)</li> </ul> <p>Events Working Party (Including the Queens Platinum Jubilee and Christmas Lights planning)</p> <ul style="list-style-type: none"> <li>Delivery completed of the Platinum Jubilee Earthenware mugs and the Enamelled Platinum Jubilee Coins.</li> <li>Cllrs resolved to award prizes to the 8 best dressed houses in Newport as chosen by Cllrs.</li> <li>Events Working party (LC, DO, HR, JL, PP) to meet Friday 17th June 2022 at 10am to confirm the winners of the best dressed house competition, advise AB of the prizes to be purchased and agree the distribution of the remaining Mugs / Coins. Information to be provided for publication on the website, noticeboard, and Facebook.</li> </ul> <p>Proposed: GB Seconded: GS Outcome: All Cllrs present voted in favour of the proposed actions and purchases.</p> <ul style="list-style-type: none"> <li>The ERYC end of grant report to be completed.</li> <li>Cllrs thanked HR for co-ordinating this project.</li> <li>Further events requiring consideration: - <ul style="list-style-type: none"> <li>Christmas plans and expenditure 2022. Cllrs resolved to award a budget of £2,500 for the Newport Christmas Lights/trees/village decorations. The Events Working Party to prepare a detailed proposal to present to Cllrs.</li> <li>Newport Raft Race. LC confirmed that Frank Butler was not in favour of organising this event in 2022 with a preference for a Village Ball.</li> <li>Remembrance / Poppies - Cllrs resolved to award a budget of £200 for the purchase of wreaths and other items of remembrance as the Poppies / Tommie's have previously been donated.</li> </ul> </li> </ul> <p>Proposed: SE Seconded: GB Outcome: All Cllrs present voted in favour of the proposed Christmas plans / expenditure and Remembrance plans / expenditure.</p>	<p>HR / LC</p> <p>AB</p> <p>Events Working Party</p>
2022/06/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 06.06.22 for review.</p> <ul style="list-style-type: none"> <li>Standing Orders – Cllrs resolved to appoint a Chair of the Personnel Committee. No amendment therefore required.</li> <li>Contractor and General Maintenance Risk Assessment - approved.</li> </ul> <p>Proposed: GB Seconded: GS Outcome: All Cllrs present voted in favour of the proposals AB to upload the document to the website.</p>	AB
2022/06/10	Cllr updates and correspondence received for action and to note.	
	<p>The following correspondence previously distributed to Cllrs by email to note and action: -</p> <ul style="list-style-type: none"> <li>ERNLLCA Newsletter – May 22</li> <li>ERNLLCA – Annual Meeting of the East Riding District Committee Thursday 21 July 2022. Nomination - GB</li> <li>Humberside Police Newsletter – May and June 22</li> <li>Newbald PC update v ERYC - May 22</li> </ul>	
2022/06/11	Burials / Cemetery	

	<ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Gilberdyke Parish Council contribution and charges for residents</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Gilberdyke Parish Council Contribution to Newport Cemetery of £1,700 per annum towards Cemetery maintenance. Annual invoice sent 13.04.22. Gilberdyke PC (Via JW) have confirmed following the Gilberdyke Annual Council meeting on 13.06.22, that the contribution for 2022/23 will not be paid.</li> <li>▪ Gilberdyke PC have been informed of the impact of withdrawing the annual contribution and accept that an increase in charges (To the standard scale of charges) will need to be made for residents of Gilberdyke.</li> <li>▪ Gilberdyke PC have a Cemetery working group meeting scheduled for later this month when the Cllrs preferences for the future will be confirmed.</li> <li>▪ JW previously confirmed that Gilberdyke PC were clear in their view that they were happy for Newport to charge Gilberdyke residents the full amount.</li> <li>▪ An increase to the standard Cemetery charges will be required to make up for the loss of the payment from Gilberdyke PC. When the Joint Burial Committee was dissolved it was agreed that each would contribute 50% of the cost of managing the Cemetery and this agreement has been in place since April 2016. The amount of the contribution was set at £1,700 each and despite the increase in costs over the past 6 years no increase has been requested in the contribution from Gilberdyke PC. With great regret, the increase in charges would need to take place with immediate effect to cover the shortfall in the Newport PC 2022/23 budget.</li> <li>▪ The current fees are available via the Newport Parish Council website including information with regards to out of Parish charges which would apply. <a href="http://newportpc.org.uk">Standard Fees List – Newport Parish Council (newportpc.org.uk)</a></li> <li>▪ Cllrs agreed to await the publication of the Gilberdyke PC minutes prior to updating the charges for Gilberdyke residents.</li> <li>▪ Churchyard Bench (Green seat to the rear of the church) – The seat is damaged and unsafe. LC advised that bench was installed by her relatives and that it will be removed / replaced.</li> <li>▪ Cemetery Tap – AB to arrange for the repair of the damaged tap.</li> </ul>	LC AB
2022/06/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>▪ Financial report for period ending 31st May 2022.</li> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>▪ Newport &amp; Gilberdyke Youth Project Finance Update</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Financial report for May 2022 forwarded to Cllrs 01.06.22. SM review and sign off complete 14.06.22.</li> <li>▪ JP has completed a review of the April accounts and has agreed to review the May accounts.</li> <li>▪ Burial Clerk Office Allowance to be increased by £6pm wef 01.06.22</li> <li>▪ To approve schedule of payments for June 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GB Seconded: GS Outcome: All Councillors accepted and voted in favour of the above points.</p>	JP

	<ul style="list-style-type: none"> <li>Newport &amp; Gilberdyke Youth Project Finance. (JW 14.06.22) Gilberdyke PC have a Finance Sub Committee who will be requested to review the information sent with a view to finalising. Accounts information previously prepared and submitted to Gilberdyke PC. Information requested from Gilberdyke PC to finalise the accounts on 31.01.22 and 29.03.22.</li> </ul>	
	Next Meeting: Tues 12 <sup>th</sup> July 2022– Newport Primary School at 7pm – Hall Entrance	
	Meeting closed at 8.30pm	

## Appendix 1 - Finance. Summary of payment and receipts - May 2022

### Receipts

07.06.22 – SP Memorials – K Guest £155 Memorial permit

13.06.22 – Jones Funeral Directors – G Williamson £245 Internment Plot

### Receipts and payments May 2022

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.05.22	Brian Brooks - Audit	£250	
12.05.22	The Sign Shed - Brickyard Notices	£52.55	
12.05.22	HSBC Banking Charges - To 20.04.22	£8	
30.05.22	NPC Clerk Business Line May - Giff Gaff	£6	
Payments made to be retrospectively authorised			
11.05.22	A Barker - Amazon - Platinum Jubilee Bunting	£54.95	
30.05.22	Steve Goddard - Bus Shelters	£96.00	
31.05.22	P W Coates INV 128 May 22	£1,821	
31.05.22	HMRC - NI and Income Tax Ref 2302	£93.59	
31.05.22	Staff Salaries - May Pay	£951.27	
Receipts to be noted			
03.05.22	Precept - Part 1		£20,000
13.05.22	SP Memorials - WK Baker		£155
16.05.22	Platinum Jubilee Grant - ERYC		£500
18.05.22	Myers -Wharam		£155
Payments requiring pre authorisation for payment			
30.06.22	Clerk - Additional Hours May 22 (4 hrs)		
TBC	Platinum Jubilee Prizes		
30.06.22	Burial Clerk Allowance increase (£6pm)		

**Parish Clerk:** Mr Alan Barker  
**E Mail:** [clerk@newportpc.org.uk](mailto:clerk@newportpc.org.uk)

### Newport Parish Annual Council Meeting

**Date & Time:** Tuesday 10<sup>th</sup> May 2022 at 7.25pm

**Venue:** Newport Primary School – Hall entrance

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

**Members of the Public Present:** P Aitken, Cllr V Aitken

	Open Session for Members of the public to address the council – 15 mins.	Action
	Members of the public addressed the Annual Parish Meeting – No further update.	
2022/05/01	To note apologies for absence	
	Cllr G Shields (GS) - Holiday, C Young – Burial Clerk (CY) - Holiday	
2022/05/02	Election of the Chairman and Vice Chairman of the Council and acceptance of office forms.	
	Cllr S Mansell was requested to undertake the post of Chairman for the next 12 months. Proposed: HR Seconded: GB Outcome: All Councillors voted in favour of the appointment Cllr H Robinson was requested to undertake the post of Vice Chairman for the next 12 months. Proposed: DO Seconded: JL Outcome: All Councillors voted in favour of the appointment. Acceptances completed – to be forwarded to democratic services.	AB
2022/05/03	Declaration of pecuniary and non-pecuniary interests. Councillors to declare any interests in items on the agenda and the nature of such interests.	
	Pecuniary: None Non-Pecuniary: RB – Planning application 22/01379/PLF	
2022/05/04	Chairman’s annual report	
	SM presented the Annual Report to the Annual Parish Meeting, and it is reproduced in Appendix 1.	
2022/05/05	Annual Accounts and Internal Auditors Report. Approve the Annual Governance Statement 2021/22	
	The Parish Councillors had previously received by E Mail on 04.05.22 details of Annual Return Assertions Proforma, along with the Governance and Accountability documents provided by ERNLLCA. Review of the effectiveness of the system of internal control completed. Annual Governance Statement 2021/22 approved. Proposed: RB Seconded: GB Outcome: All Councillors voted in favour. Key actions following the Internal Audit Report shared with Cllrs.	
2022/05/06	Approve the Annual Accounting Statements 2021/22	
	Review of the Annual Accounting Statement including supporting documentation completed and approved. Proposed: DO Seconded: HR Outcome: All Councillors voted in favour. The internal auditor (Brain Brooks) approved the annual accounts on 18.04.22. Findings shared with Cllrs 04.05.22. The dates set for the period of exercise of public rights commences on 13 <sup>th</sup> June 2022 and ends on 22 <sup>nd</sup> July 2022. During this period the Annual Governance Statement and Accounting Statements for	AB

	2021/22 will be available to view on the Parish noticeboards and the website.	
2022/05/07	Confirm approval of the minutes of the meeting held on 12 <sup>th</sup> April 2022. The minutes of the 2021 Annual Parish and Council Meetings previously approved in June 21.	
	Councillors in attendance at the meeting confirmed the minutes are a true record prior to publication. Proposed: JP Seconded: GB Outcome: All Councillors in attendance at the meeting voted to approve the minutes. SM to sign and date each page of the minutes of the above meetings to confirm them as a true record at a date to be confirmed following the meeting.	
2022/05/08	Receipt of the last minutes of the Personnel Committee. Consideration of the recommendations, delegation arrangements and terms of reference of the committees.	
	<p>Clerks Annual review completed on 05.04.22 by SM / GS. Update previously provided to Cllrs at the April meeting (Min Ref 2202 04 08).</p> <ul style="list-style-type: none"> <li>Personnel Committee Terms of Reference – March 22. Terms of Reference as amended were adopted by resolution of the Council, 9/3/2021. Reviewed by Newport Parish Council 08.03.22 Minute Ref 2022/03/09 – Details of Committee members confirmed.</li> <li>Working Groups Protocols September 21. Approved and adopted at the Newport Parish Council Meeting 14th September 2021. Agenda item 2021/09/ 11</li> </ul>	
2022/05/09	Appointment of members to existing committees and working groups.	
	<p>Cllrs resolved to update the membership of existing committees / working groups and change the title/amalgamate working groups. A chair for each meeting / committee to be appointed at any meeting from one of the attendees.</p> <ul style="list-style-type: none"> <li>Personnel Committee – GS, DO, LC, RB</li> <li>Burial Working Party – RB, PP, SE, LC. A key activity will involve the purchase of land for the burial grounds.</li> <li>Community Action Working Group (Incorporating the Youth Party Working Group and Outdoor Area Working Group) – LC, RB, GB, DO, JL</li> <li>Events working party (To include planning for the Christmas Lights and Queens Platinum Jubilee) – LC, DO, HR, JL, PP</li> <li>Finance Working Group – GS, GB, and JP</li> <li>Social Media Working Group – PP, JP</li> </ul> <p>The terms of reference to be updated and adopted at the June meeting in relation to the appointment of Chair for the Personnel Committee.</p> <p>Proposed: HR Seconded: GB Outcome: All Councillors in attendance at the meeting voted in favour of the proposed changes.</p>	AB
2022/05/10	Appointment of any new committees in accordance with standing order 4	
	No changes to the personnel committee. Working parties updated as per 2022/05/09. Next review of the composition of the committees and	

	working parties to be completed at the Annual Council Meeting in May 2023	
2022/05/11	Review and adoption of appropriate standing orders and financial regulations;	
	<p>Cllrs received the following documents provided by email on 29.04.22 for review.</p> <p>Standing Orders – Annual Review. No changes proposed</p> <p>Financial Regulations – Annual Review. No changes proposed</p> <p>Proposed: GB Seconded: RB Outcome: All Councillors voted in favour. AB to upload the document to the website</p>	AB
2022/05/12	Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;	
	No changes proposed.	
2022/05/13	Review of representation on or work with external bodies and arrangements for reporting back;	
	No changes proposed. External bodies include ERYC, East Riding Local Councils Network, NALC and ERNLLCA. GB to continue as the ERNLLCA representative.	
2022/05/14	Review of inventory of land and assets including buildings and office equipment;	
	Asset register updated 31.03.22 and formally signed off by SM 10.05.22. Updated version included with the Annual Audit. Asset register and Registry of Land to be added to the website.	AB
2022/05/15	Confirmation of arrangements for insurance cover in respect of all insured risks;	
	<p>Review completed by AB of the current insurance policy in July 2021 and comparative quotations requested from the following. Further review to be completed to be 'fit for purpose' for both Finances and Assets of the PC in July 22.</p> <p>Annual Insurance Review completed (2021 07 13) in conjunction with Came and Co. Quotations received: Hiscox Annual agreement - £1204.17 / Long term agreement £1146.46. Pen Annual agreement £1342.37.</p> <p>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.</p> <p>Newport Cemetery and Closed Churchyard Risk Assessment reviewed February 2022. (2022 02 10) – No changes proposed at this time.</p>	AB

	<p>Newport Parish Council Risk Assessment February 2022 (2022 02 10) – No changes proposed at this time.</p> <p>Further review to be undertaken of the Asset Register v Sums Assured / Insurance. Schedule of Inspection being planned / Risk Assessment for Contractors.</p>	
2022/05/16	Review of the council's and/or staff subscriptions to other bodies;	
	<p>ERNLLCA – Membership Fee paid for 2022/23 £673.28 (Last Year - £651.45)</p> <p>Information Commissioners Office - £35</p> <p>Institute of Cemetery Management 2022/23 - £95 (Last Year - £95)</p>	
2022/05/17	Review of the council's complaints procedure;	
	<p>Cllrs received the document provided by email on 29.04.22 for review. Complaints Procedure – Annual Review. No changes proposed. Proposed: SE Seconded: LC Outcome: All Councillors voted in favour. AB to upload the document to the website.</p>	AB
2022/05/18	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.	
	<p>2<sup>nd</sup> Tuesday of the month</p> <p>2022 – 14<sup>th</sup> June, 12<sup>th</sup> July, No meeting in August, 13<sup>th</sup> September, 11<sup>th</sup> October, 8<sup>th</sup> November, 13<sup>th</sup> December.</p> <p>2023 – 10<sup>th</sup> January, 14<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May, 13<sup>th</sup> June, 11<sup>th</sup> July, No meeting in August, 12<sup>th</sup> September, 10<sup>th</sup> October, 14<sup>th</sup> November and 12<sup>th</sup> December.</p> <p>Meetings to be held at Newport Primary School. ERYC Cllrs notified of the dates.</p>	AB
2022/05/19	Finances – to agree payments in accordance with the budget.	
	<ul style="list-style-type: none"> <li>Financial report for April 2022 including HSBC CSV forwarded to Cllrs 04.05.22. SM review and sign off complete 10.05.22.</li> <li>JP to complete a review of the April accounts.</li> <li>To approve schedule of payments for April 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> <li>Clerks Training Day – 16th June 2022 (Replacement for event 29.04.22) – £10 + VAT</li> <li>Play Area Signs (Ref the Rospa Play safety Inspection) – Quotations received for 2 Brickyard play area signs and 1 BMX track sign. Sign Shed - £44.45, Stock Signs £114, Signomatic £138.02 (All plus VAT). Sign Shed order to be placed.</li> <li>Clerk – Overtime payment for additional Hours worked in April 2022 approved.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: SE Seconded: GB Outcome: All Councillors voted in favour</p> <p>Newport &amp; Gilberdyke Youth Project Finance. Further accounts information prepared and submitted to Gilberdyke PC. Information requested to finalise the accounts on 31.01.22 / 29.03.22. Discussed with</p>	<p>JP</p> <p>AB</p> <p>AB</p>



	<p>Jake Wilde (JW) 06.05.22 – To be discussed at the GPC meeting 10.05.22. AB/JW to meet in June 22 to progress.</p> <p>Gilberdyke Cemetery contribution – Invoice sent 13.04.22. Discussed with JW 06.05.22, who will advise GPC that if the contribution is not made, Gilberdyke residents will need to pay the full charge at the meeting 10.05.22</p>	
2022/05/20	To consider planning applications received and note planning decisions	
	<p>Update provided to Cllrs on 04.05.22.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>22/01359/PLF Construction of flat roof dormer, installation of rooflights, creation of roof terrace on existing flat roof with glazed balustrade and erection of glazed pergolas to rear. Newfields (Gill) – To Cllrs 04.05.22. No objection.</li> <li>22/01379/PLF Erection of an agricultural building. Land South East Of Leather Dog Nurseries (Mr R Harrison) – To Cllrs 10.05.22. Cllrs to further consider and submit comments to AB by 17.05.22</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21. Updated description received 25.04.22</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting: See above</p> <p>Other Planning Matters: N/A</p>	AB
2022/05/21	Cllr updates and correspondence received for action and to note	
	<p>Information sent to Cllrs 04.05.22 with regards to the updates / actions taken since the 12<sup>th</sup> of April 2022 meeting.</p> <p>Newport Parish Council – Health and Safety Policy – Prepared May 2020. To Cllrs 04.05.22. Cllrs resolved to approve and adopt the policy subject to a final review / sign off by LC. Proposed: HR Seconded: JL Outcome: All Councillors voted in favour of the proposed actions. AB to upload the document to the website on final approval.</p> <p>The following correspondence previously distributed to Cllrs by email to note: -</p> <ul style="list-style-type: none"> <li>ERNLLCA Newsletter (29.04.22) Clerks Course and Retirement event (09.05.22)</li> <li>East Riding of Yorkshire Clinical Commissioning Group Newsletter (10.05.22)</li> <li>ERYC News (09.05.22)</li> <li>Market Weighton Canal Trail Newsletter (09.05.22)</li> <li>ERYC Code of Conduct Training 22.06.22 at 7pm (09.05.22). AB to confirm attendance of JL, HR, DO, LC, JP, RB</li> <li>Newport Landfill Site – JW update 06.05.22 –To be discussed at the GPC meeting 10.05.22</li> <li>Footpaths – Simon Parker update 09.05.22. Further information to be provided with regards to the location of the bridge</li> </ul>	<p>AB LC</p> <p>AB</p> <p>AB/PP AB</p>

	<ul style="list-style-type: none"> <li>▪ Cemetery Land purchase update provided. AB to contact the landowner in early June 22</li> </ul>	
	Date of Newport Parish Council Meeting: Tues 14 <sup>th</sup> June 2022– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.30pm	

## Appendix 1 – Chairman Annual Report

- All planned meetings have taken place in the last 12 months. I would like to thank Cllrs for their support, attendance, and contribution.
- Appointment of new Clerk Alan / RFO June 21 who has made a huge contribution to the PC. Cara continues to support us as the Burial clerk sharing her wealth of experience which we thank her for and very much appreciate.
- Range of Cllr and Clerk Training attended.
- We continue with the Cemetery and Closed Churchyard maintenance / management and are actively looking to purchase some land for future burials.
- We continue to build relationships by collaborating with Community Groups including St Stephens, the Village Hall, Market Weighton Canal Trail and more recently Gilberdyke Parish Council.
- Lots of updates of our work and who we are included in the Newsletter and on our website which is hopefully a useful information source as well as social media.
- Alan also actively updates noticeboards
- We have been consulted on twenty-four planning applications since June 2021. Three of which relate to Tree works. The Parish Council have objected to three applications and approved twenty, with no comments submitted for one application due to a potential conflict of interest.
- Capital Expenditure - St Stephens Churchyard Memorial restoration, Churchyard Path, Kidzone Play area - Safamat replacement, Village Flag (now have two as one was donated by Gilberdyke Covid 19 group), Salt Bin. Dog Bin Consumables which have increased, Platinum Jubilee Expenditure (Coins and mugs), Blackthorn Lane Tree works, Festive lights and Christmas trees, New Noticeboard installed at the Village Hall for the Community and restoration work completed on the notice boards near the canal.
- Newport Parish Council budgeted carefully keeping the precept the same as 2021/22 as we were aware that ERYC planned to increase council tax by 3.99% for the financial year 2022/23.
- In March 2022 we held a landfill site public meeting with two residents sharing in-depth information of the history of the site and the involvement of our local MP David Davis who has taken our concerns to the House of Commons.
- A Street scene visit from ERYC is scheduled for June – Cllrs Bate and Laming to support this. Please let us know if you do have any concerns
- Platinum Jubilee – Coins / Mugs / Prizes for street decoration. Information summarised in 2022 05 06.
- We would be pleased to see more residents attending the PC meetings even if it is just for the open session for members of the public to address the Council to share their aspirations for a better village.
- Finally, a huge thank you to Alan our clerk who is much appreciated. Thank you to my fellow Cllrs for their hard work, wisdom / experience and for giving their time freely which benefits all of us.

Sharron Mansell  
10<sup>th</sup> May 2022

## Appendix 2 - Finance. Summary of payment and receipts - April 2022

### Receipts and payments April 2022

#### Community Account

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.04.22	HSBC Banking Charges - To 20.03.22	£10	
26.04.22	NPC Clerk Business Line March - Giff Gaff	£6	
13.04.22	ERNLLCA Annual Fee	£673.28	
13.04.22	Newport Village Hall Meeting	£9	
13.04.22	Institute of Cemetery Management	£95	
13.04.22	ERYC - Cemetery Waste	£228.28	
Payments made to be retrospectively authorised			
29.04.22	P W Coates INV 127 April 22	£378	
29.04.22	P W Coates INV 127 April 22	£510	
29.04.22	P W Coates INV 127 April 22	£595	
28.04.22	A SEFTON - Cemetary - April 22	£320	
29.04.22	HMRC - NI and Income Tax Ref 2301	£40.40	
29.04.22	Cara Young - April Pay	£131.17	
29.04.22	Alan Barker - April Pay	£762.40	
Receipts to be noted			
07.04.22	J Sprostron - PM2 (Muse)		£135
07.04.22	J Sprostron - PM1 (Muse)		£135
14.04.22	Pogos Newsletter		£30
19.04.22	VAT Reclaim - 01/04/2021 to 31/03/2022		£2,879.64
Payments requiring pre authorisation for payment			
29.04.22	Clerk Overtime (April 22)	£157.30	
13.05.22	Brian Brooks - Audit 2021 / 22	£250	

### Newport Parish Council Meeting

**Date & Time:** Tuesday 12<sup>th</sup> April 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Helen Robinson (HR), Cllr R Bate (RB), Cllr G Bate (GB), Cllr J Preston (JP), Cllr G Shields (GS), A Barker – Clerk (AB),

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

Public Forum	The Public Forum commenced at 7pm. 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
	RB (As a member of the public) requested the Parish Council to report various potholes in the highway to ERYC for repair. Areas of concern include the junction of Meadow Lane / B1230, Landing Lane, Canal Side East and Thimblehall lane. ERYC to also be advised of soil dumped on Seavy Carr Lane HU15 2 which is blocking the bridleway. AB to submit a report to Highways. RB to complete the online report to ERYC using the following link <a href="https://www.eastriding.gov.uk/road-and-footpath-maintenance">Road and footpath maintenance (eastriding.gov.uk)</a>	AB/RB
2022/04/01	To note apologies for absence	
	Cllr P Pettit (PP), Cllr D O'Connell (DO), Cllr L Cressey (LC), Cllr J Lamming (JL), Cllr S Elliott (SE), C Young – Burial Clerk (CY)	
2022/04/02	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: Planning Application 22/00552/PLF – RB / GB Non-Pecuniary: Planning Application 22/00552/PLF – JP, HR, SM. Market Weighton Canal Trail - GS	
2022/04/03	To approve draft minutes of the Parish Council Meeting held on 8 <sup>th</sup> March 2022	
	Proposed: HR Seconded: JP Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GS abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/04/04	Clerks Report including updates on action points / matters arising from the previous meeting and the public meeting with regards to the Newport Landfill site.	
	Summary provided to Cllrs 08.04.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed. Cllrs agreed to await a further update from Jake Wilde / Gilberdyke Parish Council with regards to actions to be taken following the Landfill Site Public Meeting.	
2022/04/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Market Weighton Canal Trail (GS). The fields south of the B1230 have been cleared of briars and brambles. Issues with regards to stiles on the trail are being progressed. Hull University researchers and the Environment Agency (EA) are providing some excellent historical / archaeological information.</li> <li>Newport New Generation / Community Interest Company – No update</li> <li>Newport Youth provision – No update</li> <li>Village Green Proposal. Cllrs resolved to explore the development of a Village Green at Canalside East and West. AB to contact the landowner and EA to establish if it would be possible to secure the land. Proposed: GS Seconded: GB Outcome: All Cllrs present voted in favour of the proposal.</li> </ul>	AB
2022/04/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 08.04.22.</p> <p>Planning Applications to consider at this meeting: N/A</p> <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> <li>22/00297/TPO - NEWPORT NO. 1 - 1980 (REF 27) A3 - Fell 1 no. Sycamore tree (B) due to proximity to retaining wall and has caused damage 17 Teal Road (Mitchell) NPC Approved – 09.02.22</li> <li>22/00383/PLF Erection of single storey extension to rear following removal of existing conservatory 111 Main Road (Lockwood) NPC Approved – 19.02.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p>	

	<ul style="list-style-type: none"> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting: N/A</p> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>22/00552/PLF Change of use of land for use as a touring caravan, motorhome, and camping site - Mr G. Bate.</li> <li>Newport Parish Council will not submit an official response to this application, due to Cllrs being required to consider whether they have any pecuniary, non-pecuniary or prejudicial interests - as well as issues around pre-determination and bias. Councillors have been advised that they may submit a comment separately in their private capacity. No reference must be made to being a Parish Councillor or giving the impression that they are representing the views of the Parish Council.</li> <li>GS made a point of order expressing disappointment with the retrospective planning application submitted which is disrespectful to the Parish Council and does not meet the standard of conduct required for a Parish Cllr. A formal declaration of interest should have been previously advised.</li> <li>RB advised that a consultation took place with ERYC over 12 months ago and an exemption was agreed. RB strongly disagreed with the above point and confirmed he had declared a pecuniary interest on the declaration. Cllr GB was unable to confirm if he had declared a pecuniary interest and would check after the meeting. AB to provide GB with a new declaration for completion.</li> <li>22/00015/REFUSE Land Northwest Of 36, Canal Side East (Robinson) – Appeal deadline for further comment to the Commissioner 12.05.22</li> </ul>	AB
2022/04/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>Scribe - Year Ending 16.03.22– AB</li> <li>ERYC – Town and Parish Council Network Meeting 16.03.22 - AB</li> <li>HMRC – Year ending webinar 29.03.22 - AB</li> </ul> <p>Training and events booked and previously approved scheduled in the next month</p> <ul style="list-style-type: none"> <li>ERNLLCA – District Committee Meeting and Clerks Chat 21.04.22 / The Clerk and Cllr Training Day on 29.04.22 has been cancelled.</li> <li>Scribe – Local Council Accounts 04.05.22 / Web accessibility 10.05.22 - AB</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>Scribe –Scribe and ERNLLCA – Various courses available.</li> </ul>	
2022/04/08	Committee and Working Party Update	
	<p>Outdoor areas working party update.</p> <ul style="list-style-type: none"> <li>Environment Agency (EA) update. Market Weighton Canal Fishing Rights and lease / extension to the Children's Play Area. Update received 23.03.22. No further progress.</li> <li>Brickyard Maintenance (including tree planting) – 80 trees planted 05.04.22 by Newport Primary School students. AB to send a letter of thanks. P Coates prepared the land for the trees to be planted. The bridge has been removed and replaced with a footpath made with hard core. Wooden play structures repainted. The Nest basket swing will be painted shortly.</li> </ul> <p>Events working party update.</p> <ul style="list-style-type: none"> <li>Queen's Platinum Jubilee Celebration. Thurs 2<sup>nd</sup> June to Sun 5<sup>th</sup> June 2022 <ul style="list-style-type: none"> <li>ERYC Community Fund grant approved (£500) – Payment due April.</li> </ul> </li> </ul>	AB

	<ul style="list-style-type: none"> <li>- 504 Platinum Jubilee Earthenware mugs and 1000 Enamelled Platinum Jubilee Coins ordered from Insignia. The Events Working Party to agree a plan for distribution.</li> <li>- Cllrs resolved to encourage residents to organise street parties and events. Prizes by way of grants for the best dressed streets / events to be provided. Budget of up to £500 agreed. Publicity to be provided via social media / Website and Noticeboard. HR agreed to meet with LC / The Events Working party and prepare the information for the publicity.</li> <li>- Proposed: GB Seconded: GS Outcome: All Cllrs present voted in favour of the Platinum Jubilee proposals.</li> <li>- RB provided the following link with suggestions for how to get involved. <a href="#">How you can get involved – The Queen's Platinum Jubilee 2022</a></li> <li>- Information provided to Cllrs on 08.02.22 with regards to planning events which may require road closures and parking suspensions.</li> </ul> <p>Further events requiring consideration at the May Annual Parish meeting</p> <ul style="list-style-type: none"> <li>▪ Christmas plans and expenditure 2022</li> <li>▪ Newport Raft Race</li> <li>▪ Remembrance / Poppies</li> <li>▪ Further key projects 2022/23</li> </ul> <p>Personnel Committee update. Cllr GS received comments and apologies for absence from one member of the Personnel Committee no other members responded to the email or invite. Cllr SM agreed to attend the review if no other members of the Personnel Committee could. GS / SM completed the Clerks Annual Review 05.04.22 and provided a detailed update to Cllrs. Following a request from RB, AB confirmed that the Personnel Committee membership and Chair will be reviewed at the Annual Council Meeting in May (Agenda Item 2022 05 09)</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ To discuss and approve the SCP pay scale of the Clerk with effect from April 2022 following the review of the clerk's performance.</li> </ul> <p>Proposed: GB Seconded: HR Outcome: All Councillors voted in favour of the revised Spinal Column Points (SCP) pay scale as proposed in the meeting.</p>	<p>Events Working Party</p> <p>AB</p>
2022/04/09	Policies and Procedures for approval and approval	
	<p>Cllrs received the following documents provided by email on 08.04.22 for review.</p> <ul style="list-style-type: none"> <li>▪ Social Media Policy – Annual Review. No changes proposed.</li> <li>▪ Emergency Plan – Update with regards to the Flood Warden</li> </ul> <p>Proposed: GS Seconded: GB Outcome: All Cllrs present voted in favour of the proposals AB to upload the document to the website</p>	AB
2022/04/10	Cllr updates and correspondence received for action and to note.	
	The following correspondence previously distributed to action: -	

	<ul style="list-style-type: none"> <li>Footpath information requested with regards to Newport footpath 2 and the bridge. SM asked who was responsible for the upkeep of the footpath AB confirmed this is the responsibility of ERYC and the landowner. AB to email ERYC Countryside Access detailing concerns re the bridge.</li> </ul> <p>The following correspondence previously distributed to Cllrs by email to note: -</p> <ul style="list-style-type: none"> <li>ERNLLCA Newsletter / ER District Committee Meeting</li> <li>Humberside Police Newsletter - April 22</li> <li>ER Safeguarding Children Partnership Spring Newsletter</li> <li>Bus Service 55 and X5 – All enquiries referred to Chris Mottershaw ERYC</li> <li>East Riding of Yorkshire Clinical Commissioning Group Newsletter - Added to the website.</li> <li>ERYC New website helps residents stay independent in their homes for longer</li> <li>ERNLLCCA – Smaller Councils Committee</li> <li>ERYC News</li> </ul>	AB
2022/04/11	Burials / Cemetery	
	<ul style="list-style-type: none"> <li>Burial Clerk financial information included in the Parish Council accounts.</li> <li>Land purchase for the required extension to the Cemetery. AB spoke to the Landowner on 08.03.22 with regards to Newport Parish Councils requirements. Further update to be requested.</li> <li>Cemetery Extension – ERYC Estates and Valuation team. (Geordie Barnett). Holding update received 23.03.22. Further update to be requested.</li> <li>Gilberdyke Parish Council Contribution to Newport Cemetery. Cllrs discussed the increasing costs but recognised there had been no communication regarding increasing the bill to cover costs with GPC. A discussion will need to take place with GPC prior to any changes. Cllrs resolved that the annual invoice should remain the same as previous years and an invoice for £1700 be submitted. A joint review of the ongoing costs to be planned prior to the 2023/24 request for payment.</li> </ul> <p>Proposed: GB Seconded: RB Outcome: All Cllrs present voted in favour of the proposal to send an invoice for £1700 for 2022/23</p>	AB AB AB
2022/04/12	Finance – to agree payments in accordance with the budget.	
	<ul style="list-style-type: none"> <li>Financial report for March 2022 including HSBC CSV forwarded to Cllrs 04.04.22. SM review and sign off complete 12.04.22.</li> <li>JP has completed a review of the March accounts.</li> <li>To approve schedule of payments for March 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> <li>The Annual Audit documents are with the internal auditor. Update completed 08.04.22. Further information requested w/c 11.04.22 with an anticipated completion date of Friday 15<sup>th</sup> April 2022.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: HR Outcome: All Councillors voted in favour</p> <ul style="list-style-type: none"> <li>Brickyard Maintenance - Repair to the gate posts. Quotations received from W Calvert and P Coates. RB agreed the schedule of works with W Calvert and AB met with P Coates to discuss the works to be completed. Detailed information provided to Cllrs.</li> </ul> <p>Proposed: GB Seconded: GS Outcome: All Councillors voted in favour of accepting the quote from P Coates for the repair of the pillars, repair, and refixing of the gate.</p>	AB

	<ul style="list-style-type: none"> <li>Newport &amp; Gilberdyke Youth Project Finance. Further accounts information prepared and submitted to Gilberdyke PC. Information requested from Gilberdyke PC to finalise the accounts on 31.01.22 and 29.03.22.</li> </ul>	
	Next Meeting: Tues 10 <sup>th</sup> May 2022– Newport Primary School – Hall Entrance Newport Annual Parish Meeting – 6pm Newport Parish Council Annual Council Meeting 7.15pm	
	Meeting closed at 8.16pm	

#### **Appendix 1 - Finance. Summary of payment and receipts - March 2022**

Note:

Invoice 126 - The quotation from P Coates to remove the wooden bridge at the Old Brickyard and create a path was incorrectly summarised. The total cost was £268 as paid. Not £208.

April Income to note to date: Cemetery Fees

J Sprostron - PM2 (Muse)	£135
J Sprostron - PM1 (Muse)	£135



## Receipts and payments March 2022

### Community Account

Payments made pre authorised			
Date	Description	Payment Made	Receipts
08.03.22	S Goddard - Bus Shelter Cleaning	£192	
14.03.22	HSBC Banking Charges - To 20.02.22	£10	
09 & 10.03.22	Streetscape - Main Road Kid Zone	£3,108.00	
26.03.22	NPC Clerk Business Line January - Giff Gaff	£6	
14.03.22	Scribe - Annual Fee Commencing 01.04.22	£345.60	
09.03.22	Newsletter - Post Haste	£140	
17.03.22	Microsoft 365	£79.99	
24.03.22	Insignia - Enamelled Platinum Jubilee Coins	£1,872.00	
25.03.22	Insignia - Platinum Jubilee Earthenware Mugs	£1,421.28	
Payments made to be retrospectively authorised			
02.03.22	P W Coates INV 125 Feb 22	£336	
02.03.22	HMRC - Income Tax	£15	
02.03.22	Staff February Salary	£74.93	
22.03.22	JRB Enterprises - Dog Bags	£301.20	
	P W Coates INV 126 Mar 22	£1,358	
29.03.22	A SEFTON - Cemetary - March 22	£150	
29.03.22	C Young - Expenses	£11.90	
31.03.22	HMRC - NI and Income Tax	£44.80	
31.03.22	Staff March Salaries	£957.89	
Receipts to be noted			
01.03.22	NGYP - Invoice 9		£5,519.27
01.03.22	Malcomson Cemetery Fee		£515.00
02.03.22	Transfer from HSBC BMM Account		£3,040.00
02.03.22 to 09.03.	Transfers to Nationwide Business Savings	£21,000.00	
23.03.22	Plant Cemetery Fee		£270
24.03.22	Walker Cemetery Fee		£135.00
Money Manager account		Interest - £0.05	
Nationwide Savings Account		Interest - £39.66	
Payments requiring pre authorisation for payment			
Apr-22	ERNLLCA Annual Fee		£673.28
Apr-22	Newport Village Hall Meeting		£9
Apr-22	Institute of Cemetery Management		£95
Apr-22	ERYC - Cemetery Waste		£228.28

**Tuesday 8<sup>th</sup> March 2022**

**Venue:** Newport Primary School – Hall entrance

**Newport and Gilberdyke Landfill site. Public Meeting at 6.30pm regarding the landfill site to discuss the traffic movements and the ongoing management of the site.**

**Members of Newport Parish Council as detailed below and the following members of Gilberdyke Parish Council, ERYC Ward Cllr and the public present:** Cllr K Woollass (KW), Cllr C Newsome (CN), J Wilde (JW), Cllr N Wilkinson (NW), R Hunt (RH), K Clifford (KC)

- RH and KC provided a detailed update with regards to the ownership, management and regulation of the landfill site and answered several questions from Newport and Gilberdyke Parish Councils.
- Information provided with regards to the historic issues with the site and the involvement of the Rt Hon David Davis MP, particularly with regards to Environment Agency waste licence and ERYC Planning consent issues.
- It is suggested that significantly more waste has been placed on the site than was authorised.
- Several residents of Newport and Gilberdyke expressed concerns regarding the possible adverse health effects of the (possibly hazardous) wastes (including asbestos and carcinogenic materials), because of inaccurate waste reporting and the lack of an effective leachate management system.
- Restoration work is progressing with the soil works largely completed. Grass is being sown and the planting of trees and shrubs is expected shortly.
- The surface water management system has yet to be started. Concerns re the potential impact of a once in a 100-year storm.
- HMRC investigation into landfill tax avoidance – operation nosedive referred to.
- Regulation of the site is a joint responsibility of the Environment Agency and ERYC, but with the Agency taking the lead.
- The main outstanding work is to complete the restoration and capping, install the surface water and leachate management systems and clean up the site prior to formal closure.
- The Gilberdyke Parish Cllrs agreed it would be beneficial to discuss the information from this evening's meeting at the full Gilberdyke Council meeting and consider whether a joint letter should be sent to the operating company and the Rt Hon David Davis MP requesting an update with regards to the following: -
  - Assurance that no further active waste will be brought on to the site.
  - To request a visit and report from the ERYC planners and the Environment Agency to confirm the permissions granted have been adhered to.
  - The establishment of Tree Preservation Orders to all trees and hedges along the site's perimeter. This would mitigate some of the long-term pollution effects of the site. NB I doubt that any of the trees and hedges could have a TPO applied.
  - Please confirm the date of (if possible).
    1. the completion of capping
    2. the last 20t lorry/wagon (or larger) movement to/from the site
    3. when they will stop on site material movements
    4. when the site will finally be closed

At the conclusion of the public meeting KW, CN, JW, and KC left.  
The Public Meeting closed at 7.25pm

### **Newport Parish Council Meeting**

**Date & Time:** Tuesday 8<sup>th</sup> March 2022 at 7.28pm

**Present:** Cllr S Mansell – Chairperson (SM), Cllr S Elliott (SE), Cllr D O’Connell (DO), Helen Robinson (HR), Cllr R Bate (RB), Cllr G Bate (GB), Cllr P Pettit (PP), Cllr J Preston (JP), A Barker – Clerk (AB),

**Members of the Public Present:** Cllr N Wilkinson (NW), R Hunt (RH)

Public Forum	The Public Forum commenced at 7.28pm. 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
	RH congratulated the Parish Council on the work completed since the appointment of SM as Chair in May 21. RH advised that there are 400 plastic ducks stored in the Village Hall attic if the Raft Race takes place. RH stressed the importance of providing Youth facilities in Newport. RH expressed concerns that limiting individuals to speaking for a maximum of 3 mins provides little opportunity for any issues to be fully considered. (AB Note – This point is covered in Section 3 of the Standing orders). RH left the meeting following the Public Forum.	
2022/03/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr L Cressey (LC), Cllr J Lamming (JL),	
2022/03/02	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)	
2022/03/03	To approve draft minutes of the Parish Council Meeting held on 8 <sup>th</sup> February 2022	
	Proposed: DO Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GB, PP, JP abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/03/04	Clerks Report including updates on action points / matters arising from the previous meeting.	
	Summary provided to Cllrs 04.03.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.	
2022/03/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Market Weighton Canal Trail – Update shared with Cllrs 07.03.22. DO provided further information with regards to the update.</li> <li>Newport New Generation / Community Interest Company. No update.</li> <li>Newport Youth provision – Emails from Darron Lawer forwarded to Cllrs for consideration during the past month. Carried forward to the April meeting.</li> </ul>	
2022/03/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 04.03.22.</p> <p>Planning Applications to consider at this meeting: N/A</p> <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> <li>21/02140/STPLF Dianthus House Common Lane North Cave – NPC Approved 02.09.21 ERYC – 28.02.22</li> <li>21/04711/PLF Erection of two storey extension to side 19 Thimblehall Lane (Morris) NPC Approved 22.01.22 ERYC – 17.02.22</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21</li> <li>22/00297/TPO - NEWPORT NO. 1 - 1980 (REF 27) A3 - Fell 1 no. Sycamore tree (B) due to proximity to retaining wall and has caused damage 17 Teal Road (Mitchell) NPC Approved – 09.02.22</li> </ul>	

	<p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> <li>22/00383/PLF Erection of single storey extension to rear following removal of existing conservatory 111 Main Road (Lockwood) NPC Approved – 19.02.22</li> </ul> <p>Other Planning Matters - N/A</p>	
2022/03/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>Scribe – Mastering Year End 09.02.22 / Cemetery Top 10 Compliance Tips 23.02.22 /How to have a laid-back New Year 25.02.22 – AB</li> </ul> <p>Training and events booked and approved</p> <ul style="list-style-type: none"> <li>Scribe –Year Ending 16.03.22 – AB</li> </ul> <p>Scribe and ERNLLCA – Various courses available.</p> <ul style="list-style-type: none"> <li>ERNLLCA – Clerk and Cllr Training Day - Friday 29 April 2022 at the Village Hotel. AB requested that Newport PC support his attendance.</li> </ul> <p>Proposed: PP Seconded: GB. Outcome: All Cllrs present voted in favour of AB attending the event and payment of a course fee of up to £100 plus VAT.</p>	AB
2022/03/08	Committee and Working Party Update	
	<p>Outdoor areas working party update.</p> <ul style="list-style-type: none"> <li>Environment Agency (EA) update. Market Weighton Canal Fishing Rights and lease / extension to the Children's Play Area. Update requested 08.03.22 - Outstanding</li> <li>Brickyard Maintenance (including tree planting) – 80 trees (1 tree per 2 children) have been obtained from the Woodland Trust / Royal British Legion for the pupils of Newport Primary school to plant in the rough lands and wooded areas at the Brickyard, in areas not designated for the future skate park. LC, DO and GS to manage the project.</li> <li>P Coates has provided a quotation of £60 for the preparation of the land for the trees to be planted. A further quotation of £208 received from P Coates for the removal of the bridge at the Brickyard and replacement with a footpath made with hard core. Cllrs requested to approve the works. Proposed: RB Seconded: JP Outcome: All Cllrs present voted in favour of the works above at the Brickyard. AB to advise P Coates.</li> </ul> <p>Events working party update.</p> <ul style="list-style-type: none"> <li>Queen's Platinum Jubilee Celebration. Thurs 2<sup>nd</sup> June to Sun 5<sup>th</sup> June 2022 <a href="https://www.bbc.co.uk/news/uk-59929077">https://www.bbc.co.uk/news/uk-59929077</a> <ul style="list-style-type: none"> <li>ERYC Community Fund grant approved by ERYC - £500.</li> <li>Cllrs resolved previously (Min Ref 2022 02 09) to purchase 504 Platinum Jubilee Earthenware mugs and 1000 Enamelled Platinum Jubilee Coins from Insignia. HR authorised to place the order as the grant confirmed.</li> <li>Further planning to be undertaken with regards to co-ordinating individual street parties and additional activities. Information provided to Cllrs on 08.02.22 with regards to planning events and which may require road closures and parking suspensions.</li> <li>Information provided by email with regards to the Asda Foundation - Empowering Local Communities and National Lottery Awards for All Grants which are available to support the Platinum Jubilee celebration.</li> <li>Information shared with the events working group (LC, DOC, JL, HR, PP) 03.03.22 re the Big Jubilee Lunch Pack.</li> </ul> </li> <li>Annual Great British Spring Clean 25th March to 10th April 2022. Information to be added to the website and Facebook page.</li> </ul> <p>Further events requiring consideration at the April meeting</p>	<p>AB</p> <p>LC/DO GS</p> <p>AB</p> <p>HR</p> <p>Events Working Party</p> <p>AB / PP</p>

	<ul style="list-style-type: none"> <li>Christmas plans and expenditure 2022</li> <li>Newport Raft Race</li> <li>Remembrance / Poppies</li> <li>Further key projects 2022/23</li> </ul>	Events Working Party
2022/03/09	Policies and Procedures for approval and adoption	
	<p>Cllrs received the following documents provided by email on 04.03.22 for review and consideration</p> <ul style="list-style-type: none"> <li>Emergency Plan – Discussion completed, and updates agreed at the December meeting. Updated document approved for publication on the Newport Parish and ERYC websites.</li> <li>Personnel Committee Terms of Reference review</li> </ul> <p>Proposed: GB Seconded: HR Outcome: All Cllrs present voted in favour of the proposals AB to upload the documents to the website and forward to ERYC.</p>	AB
2022/03/10	Cllr updates and correspondence received for action and to note.	
	<p>The following correspondence previously distributed to action: -</p> <ul style="list-style-type: none"> <li>Newbald Parish Council – Proposed Joint communication on behalf of Town and Parish councils. Cllrs expressed sympathy with Newbald Parish Council, but felt the letter was too long and included too much “gossip”. Newport Parish Cllrs felt that the issues identified are not specific concerns at this time. AB to feedback to Newbald PC.</li> </ul> <p>The ERYC report via the link below discussed.</p> <p><a href="#">Report on East Riding Council finds 'bullying' and 'unusually controlling behaviour' - Hull Live (icourban.com)</a></p> <p>The following correspondence previously distributed to Cllrs by email to note: -</p> <ul style="list-style-type: none"> <li>Newport Landfill site update – See the Public Meeting information. Update requested from G Denny – Outstanding</li> <li>ERNLLCA Newsletter– March 22</li> <li>Humberside Police – February and March Newsletter</li> <li>Town and Parish Council Network Meetings - 16 &amp; 17 March</li> <li>ERYC Sustainable Travel in the Parish.</li> <li>East Riding Community Governance Review.</li> <li>Temporary Road Closure – Canal Side West 4th April to 30th June 2022</li> <li>East Riding Design Guidance Consultation – Information to noticeboard 07.03.22</li> <li>East Riding Housing Needs Survey</li> <li>Ukraine Donations – Young Farmers / Blacktoft Parish Council</li> <li>Town and Parish Council Liaison Meetings – March 22</li> <li>Bus Service 55 and X5 - East Yorkshire Buses has made a commercial decision to cease operating the 55-bus service between Elloughton and Goole after operation on Saturday 9th April 2022. Links between Elloughton and Hull will be maintained by a revised service 55. From the same date the X5 service from Goole to Hull will also cease to operate.</li> <li>ERY Clinical Commissioning Group - Newsletter March 22</li> </ul>	AB
2022/03/11	Burials / Cemetery	
	<ul style="list-style-type: none"> <li>Burial Clerk financial information included in the Parish Council accounts.</li> <li>Land purchase for the required extension to the Cemetery. AB spoke to the Landowner on 08.03.22 with regards to Newport Parish Councils requirements and is awaiting a response in due course.</li> </ul>	

	<ul style="list-style-type: none"> <li>Update requested 08.03.22 with regards to extending the cemetery from the Estates and Valuation team. (Geordie Barnett) and the current Cemetery lease. He is investigating and will report back with regards to the availability of nearby land that may be available to lease.</li> </ul>	
2022/03/12	Finance – to agree payments in accordance with the budget.	
	<ul style="list-style-type: none"> <li>Financial report for February 2022 including HSBC CSV forwarded to Cllrs 02.03.22. SM review and sign off complete 08.03.22.</li> <li>JP to complete a review of the February accounts.</li> <li>To approve schedule of payments for February 2022 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> <li>HSBC accounts to the Nationwide Business 35-day saver account - Moved to date £20,500 (Further £500 to be moved 09.03.22). Business Money Manager account reduced to £5.</li> <li>Maintenance contract for the Kid Zone Play area. Works completed 07.02.22 by Streetscape in line with the contract. AB completed a site meeting with Matthew Day on 07.03.22 prior to the invoice being paid due to concerns re the work. HR had inspected the area and expressed concerns. RB asked if AB had photographic evidence should the ground not settle, and grass not grow as indicated by Streetscape and the Council needed to go back to Streetscape for remedial work. AB confirmed he had the photographic evidence. Cllrs resolved to pay the invoice. The Rospa inspection in 2022 will report on the installation.</li> <li>Cemetery Maintenance. Cllrs agreed to the previously requested increase for Andy Sefton for each grass cut completed at the Cemetery. The payment per cut increased in March 19 to £150 (from £140). Increase to £160 wef 01.04.22</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: JP Seconded: PP Outcome: All Councillors voted in favour except for RB who had not had time to review the accounts.</p> <ul style="list-style-type: none"> <li>ERNLLCA advised on 02.03.22 that the NJC for Local Government Services - Salary Award for 01.04.21 has been agreed. Cllrs resolved to approve the increase in line with the NJC for Local Government Services Salary Award and backdated payments for the Clerk and Burial Clerk. Proposed: RB Seconded: PP Outcome: All Councillors voted in favour</li> <li>Microsoft 365 – Research completed with regards to the alternative options available for the Burial Clerk and Clerks computers due to cost implications. Input from GS, PP, Roger Downie, and Cloudy IT. Cllrs agreed that the current agreement for the Parish Council laptop should continue due to the service agreement with Microsoft. The renewal is due for payment on 17.03.22 (£79.99 - Ref 2022 02 13). Proposed: HR Seconded: PP Outcome: All Councillors voted in favour</li> <li>Brickyard Maintenance. RB to obtain an initial quote for the repair of the gate post. Outstanding</li> <li>Potential alternatives to the current HP Envy 5032 printer used by the Clerk considered due to the cost of the printer ink. There is a potential saving on the cost of printer ink cartridges but the initial cost of purchase of a new unit and toner. As the current printer is relatively new and in good working order, Cllrs agreed that no further action be taken at this time.</li> <li>Newport &amp; Gilberdyke Youth Project Finance – Payment of £5519.27 received 01.03.22. Further accounts information to be prepared and</li> </ul>	<p>JP</p> <p>AB</p> <p>AB</p> <p>RB</p> <p>AB</p>

	<p>submitted to GPC. Information requested from GPC to finalise the accounts on 31.01.22.</p> <ul style="list-style-type: none"> <li>▪ S137 budget for 2022/23 – Increase from £8.41 to £8.82</li> <li>▪ Newsletter Advertisers – Invoice to be sent to Pogo Pet Supplies.</li> </ul> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> <li>▪ HSBC Account Management (Refer to 2021 12 14). Cllrs previously resolved to update the signing mandate. Cllrs resolved that AB, CY and RB be retained on the mandate with SM, JP, GS, and GB added as signatories. Mandate signed by Cllrs in attendance with CY and GS to sign the mandate post meeting.</li> </ul> <p>Asset Register. Information shared with Cllrs on 01.03.22 to review, confirm accuracy and completeness. Cllrs resolved that the following Community Assets should be removed as the items have limited ongoing value.</p> <ul style="list-style-type: none"> <li>- Bench Paving (Canal Side) £320</li> <li>- Footpath (Cemetery) £10,742</li> <li>- Paths (Village Green) £580</li> <li>- Paths (Brickyard) £1,300</li> <li>- Village Green Turf and Path (Main Road) £2,300</li> </ul> <p>New Safamat at the Main Street Play Area added to the Asset Register- £2,590 Proposed: GB Seconded: PP Outcome: All Councillors voted in favour</p>	AB
	Date of Newport Parish Council Meeting: Tues 12 <sup>th</sup> April 2022– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.31pm	

## Appendix 1 - Finance. Summary of payment and receipts - February 2022

### Receipts and payments February 2022

Payments made pre authorised			
Date	Description	Payment Made	Receipts
09.02.22	ITSL Sound and Light - Newport Christmas Lights	£2,520.00	
11.02.22	HSBC Banking Charges -To 20.01.22	£8	
25.02.22	Amazon - HP N9K08AE 304XL Black x 2	£47.94	
28.02.22	NPC Clerk Business Line January - Giff Gaff	£6	
Payments made to be retrospectively authorised			
25.02.22	Karen Dwane - Newsletter Editor	£25	
28.02.22	HMRC - NI and Income Tax	£18.45	
28.02.22	Staff Salaries - February Pay	£845.94	
Receipts to be noted			
28.02.22	SP Memorials - E Walker - Memorial Permit		£155
	Total	£3,471.33	£155

<b>Payments requiring preauthorisation for payment</b>		
Poste Haste Printers	Winter Newsletter Printing	£140.00
NJC Pay Award Back Pay	Staff Salaries	£131.40
Steve Goddard	Bus Shelter Cleaning – 01.09.21 to 28.02.22 (6 months)	£192.00

## Newport Parish Council Meeting

**Date & Time:** Tuesday 8<sup>th</sup> February 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr S Elliott (SE), Cllr G Shields (GS), Cllr L Cressey (LC), Cllr J Lamming (JL), Cllr D O’Connell (DO), Helen Robinson (HR), Cllr R Bate (RB), A Barker – Clerk (AB),

Market Weighton Canal Trail – Prior to the meeting starting at 6.45pm there was a presentation regarding the Market Weighton Canal Trail signage and installation at the Canal bridge by a Andrew Suffill-Boyes from Communique Ltd who presented some initial ideas for discussion and input.

**Members of the Public Present:** None present for the presentation or meeting.

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	
2022/02/01	To note apologies for absence	
	Cllr G Bate (GB), Cllr P Pettit (PP), Cllr J Preston (JP), C Young – Burial Clerk (CY)	
2022/02/02	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)	
2022/02/03	To approve draft minutes of the Parish Council Meeting held on 11 <sup>th</sup> January 2022	
	Proposed: HR Seconded: JL Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GS abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/02/04	Clerks Report including updates on action points / matters arising from the previous meeting.	
	Summary provided to Cllrs 04.02.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.	
2022/02/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Newport and Gilberdyke Youth Project finance. Meeting completed by AB with Jake Wilde on 18.01.22 and Jake Wilde/Paul Bryan/Sharron Mansell on 25.01.22. Detailed analysis of the NGYP finances completed by AB against the annual audit records and information available. Further information obtained from Darren Lawer (ERYC) with regards to PAG payments. Proposal submitted to Cllrs for an initial part payment covering the outstanding Staff salaries less the PAG payments received, and cash</li> </ul>	



	<p>remitted by Newport Parish Council amounting to £5,519.27. Further information requested from GPC to finalise the accounts 31.01.22.</p> <p>Proposed: RB Seconded: GS Outcome: All Cllrs present voted in favour of the request for the initial part payment from Gilberdyke Parish Council.</p> <ul style="list-style-type: none"> <li>Market Weighton Canal Trail. Information to Cllrs 24.01.22 seeking ideas for the creation of the Trail Gateways at the 3 access points of the Humber Lock, Newport (adjacent to the bridge) and at Market Weighton. Presentation completed prior to the Council meeting.</li> </ul>	
2022/02/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 04.02.22.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>22/00297/TPO - NEWPORT NO. 1 - 1980 (REF 27) A3 - Fell 1 no. Sycamore tree (B) due to proximity to retaining wall and has caused damage 17 Teal Road (Mitchell) – Cllrs resolved to approve the application.</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting: -</p> <ul style="list-style-type: none"> <li>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 – 14.01.22.</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending.</li> <li>21/02140/STPLF Dianthus House Common Lane North Cave – NPC Approved 02.09.21 ERYC – Pending.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> <li>21/04711/PLF Erection of two storey extension to side 19 Thimblehall Lane (Morris) NPC Approved 22.01.22 ERYC - Pending</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
2022/02/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>Scribe – Starting the new financial year 25.01.22 / Getting ready for the new year 27.01.22 – AB</li> <li>ERNLLCA – Running the modern council with Microsoft 365 13.01.22 – AB</li> </ul> <p>Training and events booked and approved</p> <ul style="list-style-type: none"> <li>Scribe –Mastering Year End 09.02.22 / Cemetery Top 10 Compliance Tips 23.02.22 /How to have a laid-back New Year 25.02.22</li> </ul> <p>Training and events currently available.</p> <ul style="list-style-type: none"> <li>Scribe and ERNLLCA – Various courses available.</li> </ul>	
2022/02/08	Newport Newsletter – content and finance approval	
	<ul style="list-style-type: none"> <li>Jan / Feb edition update shared with Cllrs 05.02.22.</li> <li>Budget and printing arrangements confirmed as per previous editions.</li> <li>JP and RB to be the featured Cllrs in this edition.</li> <li>Cllrs agreed to update the newsletter with regards to the positioning of the raft race. Suggested wording is “aspiring for August 2022/ 2023”.</li> </ul>	
2022/02/09	Committee and Working Party Update	
	<ul style="list-style-type: none"> <li>Environment Agency (EA) update. Ongoing correspondence shared with regards to the Market Weighton Canal Fishing Rights and extension to the Children's Play Area.</li> </ul>	

	<ul style="list-style-type: none"> <li>- EA to confirm there are no operational reasons or concerns about the proposed expansion of the Play Area. The lease expired in Jan 2022. Awaiting letter/licence to formalise the arrangement.</li> <li>- EA are undertaking a review of all fishing plots/licences with an emphasis on sustainability. Further liaison ongoing with the Fisheries Team. The current holding over position will continue on the same terms until the review is completed.</li> </ul> <p>Events working party.</p> <ul style="list-style-type: none"> <li>▪ Christmas Lights 2021. Cllrs approved the final invoice from ITSL received 25.01.22. Summary of the quotations received from the alternative providers for the Parish Council records. LC provided further information with regards to the storage of the equipment purchased and storage, advising that for future years only the scaffolding will be required thus reducing the annual cost significantly. RB agreed to store any equipment.</li> </ul> <p>Proposed: DO Seconded: GS Outcome: All Cllrs present voted in favour of the payment to ITSL</p> <ul style="list-style-type: none"> <li>▪ Queen's Platinum Jubilee Celebration. Thurs 2<sup>nd</sup> June to Sun 5<sup>th</sup> June 2022 <a href="https://www.bbc.co.uk/news/uk-59929077">https://www.bbc.co.uk/news/uk-59929077</a> . Cllrs resolved to apply for the ERYC Community Fund grant to purchase 504 Platinum Jubilee Earthenware mugs and 1000 Enamelled Platinum Jubilee Coins.</li> </ul> <p>Proposed: RB Seconded: GS Outcome: All Cllrs present voted in favour of the grant application being submitted. Further planning to be undertaken with regards to co-ordinating individual street parties and additional activities.</p> <ul style="list-style-type: none"> <li>▪ Further Key Projects for the Newport Parish to consider in 2022/23 include Christmas plans and expenditure 2022, Youth provision, Remembrance / Poppies, and the Raft race</li> <li>▪ Annual Great British Spring Clean 25th March to 10th April 2022 – GS agreed to prepare an article for the newsletter, requesting individuals or groups to support this national campaign.</li> </ul>	<p>AB</p> <p>Events Working Party</p> <p>GS</p>
2022/02/10	Policies and Procedures for approval and adoption	
	<p>Cllrs received the following documents provided by email on 04.02.22 for review and consideration</p> <ul style="list-style-type: none"> <li>▪ Newport Cemetery and Closed Church Yard Risk Assessment – Updated</li> <li>▪ Newport Parish Council Risk Assessment – Updated</li> <li>▪ Newport Parish Council Financial Regulations – Updated</li> <li>▪ Newport Parish Council Internal Control System – New document</li> </ul> <p>Proposed: GS Seconded: LC Outcome: All Cllrs present voted in favour of the proposals except for RB who abstained as he had not been able to review the documents. AB to upload the documents to the website and remove the safeguarding policy.</p> <ul style="list-style-type: none"> <li>▪ Emergency Plan – Discussion completed, and updates agreed at the December meeting. SM to document the agreed updated plan for publication on the Newport Parish and ERYC websites.</li> </ul>	<p>AB</p> <p>SM</p>
2022/02/11	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"> <li>▪ Newport Landfill site. Ged Denny invited but unable to attend the meeting. Advised the plan is that grass seeding will commence in March and soil inputs will continue until Spring/ early summer depending on availability, at which point ditching works will take place. Tree and shrub planting is expected to be complete in the summer. Contact made with Vernon Phillips from the operating company who confirmed all activities are currently in</li> </ul>	

	<p>line with permissions. SM agreed to invite Roy Hunt to attend the March meeting.</p> <ul style="list-style-type: none"> <li>▪ Defibrillator Funding – London Hearts. No further action.</li> <li>▪ ERYC Information to Cllrs 03.02.22 - Springboard Programme, Devolution and Opportunity Humber. No further action.</li> <li>▪ ERNLLCA Newsletter 04.02.22</li> </ul>	SM
2022/02/12	Burials / Cemetery	
	<ul style="list-style-type: none"> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Burial Clerk contract of employment finalised with the first salary paid in January 2022. CY has requested that Microsoft 365 is paid by NPC for the PC used for Council business. Cllrs resolved to consider alternative options available for the Burial Clerk and Clerks computers due to cost implications. New Email address agreed – <a href="mailto:cemetery@newportpc.org.uk">cemetery@newportpc.org.uk</a></li> <li>▪ Land purchase for the required extension to the Cemetery. No response received to date from the landowner.</li> <li>▪ Contact made with Lucy Bishop (Cemeteries Technical and Development Officer) with regards to extending the cemetery who referred to the Estates and Valuation team. Discussion completed with Geordie Barnett at ERYC Estates and Valuations team with regards to the current Cemetery lease. He will investigate and report back with regards to the availability of nearby land that may be available to lease.</li> <li>▪ Inspection of the works completed at the St Stephens Churchyard (Hedge) and Cemetery (Hedges / Fences). Cemetery Road crack inspected and to be monitored prior to potential repair in the summer.</li> <li>▪ Review completed of the Cemetery Finances. Information received from CY with regards to the GPC contribution and the implications of the contribution not being made. Update provided to Cllrs following the meeting with Jake Wilde/Paul Bryan/Sharron Mansell on 25.01.22. Councillors agreed to monitor the situation.</li> </ul>	GS/AB
2022/02/13	Finance – to agree payments in accordance with the budget.	
	<ul style="list-style-type: none"> <li>▪ Financial report for January 2022 including HSBC CSV forwarded to Cllrs 01.02.22. SM review and sign off complete 08.02.22.</li> <li>▪ JP to complete a review of the January accounts.</li> <li>▪ To approve schedule of payments for January 2022 and payments requiring preauthorisation for payment – See appendix 1.</li> <li>▪ Additional payment to the Clerk for works completed in January to support the Burial Clerk role plus meetings and analysis of the NGYP finances. January contractual hrs – 52. A total of 62hrs completed. Cllrs agreed the payment of 10 hrs additional with the clerks February pay.</li> <li>▪ Cllrs requested that a further £21,000 be moved from the HSBC accounts to the Nationwide Business 35-day saver account. Business Money Manager account to be closed.</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: JL Outcome: All Councillors voted in favour</p> <ul style="list-style-type: none"> <li>▪ Maintenance contract for the Kid Zone Play area. Works completed 07.02.22 by Streetscape in line with the contract. AB to request a site meeting with Matthew Day prior to the invoice being paid due to concerns re the work.</li> <li>▪ Brickyard Maintenance. RB to obtain an initial quote for the repair of the gate post. AB to request a quotation from P Coates for the removal of the bridge and levelling off the area.</li> </ul>	<p>JP</p> <p>AB</p> <p>AB</p> <p>RB AB</p>

	<ul style="list-style-type: none"> <li>Potential alternatives to the current HP Envy 5032 printer used by the Clerk to be considered due to the cost of the printer ink.</li> </ul> Newport & Gilberdyke Youth Project Finance - See 2022 02 05 Management of Bank Accounts. <ul style="list-style-type: none"> <li>HSBC Account Management. New activation code received 03.02.22. Upon receipt of the activation letter the change of user will be complete. Signatories to be updated at the March meeting.</li> </ul>	AB
	Date of Newport Parish Council Meeting: Tues 8 <sup>th</sup> March 2022– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.24pm	

## Appendix 1 - Finance. Summary of payment and receipts - January 2022

### Receipts and payments January 2022

Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.01.22	Wold Trees-Blackthorn Close Amenity Area	£1,020	
11.01.22	CCMACADAM - St Stephens Church path	£2,280	
11.01.22	HSBC Banking Charges - To 20.12.21	£8	
18.01.22	ERNLLCA - Good Cllr Course (HR)	£48	
26.01.22	NPC Clerk Business Line January - Giff Gaff	£6	
Payments made to be retrospectively authorised			
05.01.22	P W Coates INV 123 Total - Dec21	£408	
28.01.22	P W Coates INV 124 Total - Jan 22	£796	
31.01.22	A SEFTON - Cemetary - Jan 22	£880	
31.01.22	HMRC - NI and Income Tax Month 2210	£36.99	
31.01.22	Staff Salaries- January Pay	£883.09	
28.01.22	Fast hosts - Domain Renewal	£25.18	
Receipts to be noted			
05.01.22	SP Memorials - Rostron (Shown as Nicholson on HSBC)		£110
07.01.22	J Cheeseman - Rostron		£405
18.01.22	Forget Me Not - Newsletter Sponsor		£30
20.01.22	R Williamson		£540
25.01.22	Rotherham - Underwood		£110
Payments requiring pre authorisation for payment			
09.02.22	ITSL Sound and Light - Newport Christmas Lights	£2,520.00	
Due 28.02.22	Payment for Additional Hrs of work	£132.40	
Due 17.03.22	Microsoft 365 Family (Annual Charge )	£79.99	
Due by 31.03.22	Scribe Accounts - Annual Charge	£345.60	
By 28.02.22	Amazon - HP N9K08AE 304XL Black x 2	£49.58	
wef 19.01.22	Microsoft 365 - C Young (Monthly Charge)	£7.99	

## Newport Parish Council Meeting

**Date & Time:** Tuesday 11<sup>th</sup> January 2022 at 7pm

**Venue:** Newport Primary School – Hall entrance

**Present:** Cllr S Mansell – Chairperson (SM), Cllr S Elliott (SE), Cllr J Preston (JP), Cllr G Bate (GB), Cllr L Cressey (LC), Cllr J Lamming (JL), Cllr D O’Connell (DO), Helen Robinson (HR), 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	
2022/01/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr P Pettit (PP), C Young – Burial Clerk (CY)	
2022/01/02	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	
2022/01/03	To approve draft minutes of the Parish Council Meeting held on 14 <sup>th</sup> December 2021	
	Proposed: GB Seconded: JP Outcome: All Councillors in attendance at the meeting voted to approve the minutes. DO, HR and RB abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2022/01/04	Clerks Report including updates on action points / matters arising from the previous meeting.	
	Summary provided to Cllrs 07.01.22 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.	
2022/01/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"><li>Newport and Gilberdyke Youth project finance. Further update requested following the Gilberdyke PC meeting 10.01.22.</li><li>Market Weighton Canal Trail. GS confirmed by email that the interpretation and route signage is currently being designed.</li><li>Newport New Generation / Community Interest Company (CIC).<ul style="list-style-type: none"><li>Information provided 16.12.21 re the ERYC Positive Activity Grant.</li><li>The CIC application has been resubmitted and it is anticipated that by the end of January the CIC will be operational.</li><li>SM requested that an agenda item be included for the February meeting to discuss potential grant applications for the provision of Newport youth provision.</li></ul></li></ul>	AB
2022/01/06	To consider planning applications received and note planning decisions.	
	Update provided to Cllrs on 07.01.22. Planning Applications to consider at this meeting: <ul style="list-style-type: none"><li>N/A</li></ul> Planning decisions confirmed by ERYC since the last meeting: - <ul style="list-style-type: none"><li>21/03003/PLF Erection of part two storey, part single storey extension to side. 26 Southfields Newport (Gouland) ERYC Approved 13.11.21</li><li>21/03710/OUT OUTLINE - Erection of a dwelling (all matters reserved) Land North West Of 36 Canal Side East (Robinson) ERYC Refused 17.12.21</li></ul>	

	<ul style="list-style-type: none"> <li>21/03705/OUT OUTLINE - Erection of two dwellings (all matters reserved) Ambria 36 Canal Side East (Ward) ERYC Refused 17.12.21</li> <li>21/03712/OUT OUTLINE - Erection of a dwelling (all matters reserved) 41 Canal Side East (Duckworth) ERYC Refused 17.12.21</li> <li>21/04025/PLF Alteration of existing flat roof to a gable end roof with four roof lights 7 Thimblehall Lane (Rainforth) ERYC Approved 17.12.21</li> </ul> <p>Awaiting ERYC decision on applications commented on at or prior to the last meeting:</p> <ul style="list-style-type: none"> <li>21/02638/PLF Land South Of 20 Wallingfen Lane (Lilley) NPC Approved 19.08.21 ERYC – Pending.</li> <li>21/02140/STPLF Dianthus House Common Lane North Cave – NPC Approved 02.09.21 ERYC – Pending.</li> <li>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.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting: -</p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>N/A</li> </ul>	
2022/01/07	Clerk and Councillor Training	
	<p>Training and events completed</p> <ul style="list-style-type: none"> <li>AB support for new Cllrs (11.01.22). Attendees DO, HR, SM and JP. Disclosable Pecuniary Interest training completed.</li> <li>Good Cllr Part 1 and 2 (ERNLLCA) 05.01.22 and 06.01.22 – HR</li> <li>Scribe – How to conquer PC accounting 15.12.21 AB (Free)</li> <li>HMRC – Getting payroll information right 22.12.21 – AB (Free)</li> <li>ERNLLCA – Clerks Chat 11.01.22 – AB (Free)</li> </ul> <p>Training and events booked and approved</p> <ul style="list-style-type: none"> <li>Scribe – Starting the new financial year 25.01.22 / Getting ready for the new year 27.01.22 / Mastering Year End 09.02.21 / Cemetery Top 10 Compliance Tips 23.02.22 – AB (Free)</li> <li>ERNLLCA – Running the modern council with Microsoft 365 13.01.22 – AB (Free)</li> </ul> <p>Training and events currently available.</p> <ul style="list-style-type: none"> <li>Scribe – Various courses available.</li> <li>ERNLLCA – Various courses available (See ERNLLCA Newsletter)</li> </ul>	
2022/01/08	Newport Newsletter – content and finance approval	
	<ul style="list-style-type: none"> <li>LC confirmed that work has started on the Jan / Feb edition.</li> <li>Budget and printing arrangements confirmed as per previous editions.</li> <li>JP and RB to be the featured Cllrs in this edition.</li> <li>Information to be provided with regards to reporting of maintenance issues via the ERYC portal (See 2022 01 09)</li> <li>Autumn Newsletter – 1 sponsor payment outstanding</li> </ul>	LC
2022/01/09	Committee and Working Party Update	
	<ul style="list-style-type: none"> <li>Environment Agency update (Marilyn Peckett). <ul style="list-style-type: none"> <li>Market Weighton Canal Fishing Rights. EA are undertaking a review of all fishing plots/licences with an emphasis on sustainability. Further liaison required with the Fisheries Team. The current holding over position will continue on the same terms until the review is completed.</li> <li>Lease and extension to the small play park. The lease expires in Jan 2022. Awaiting letter/licence to formalise the arrangement subject to some initial standard checks.</li> </ul> </li> </ul>	AB

	<p>Outdoor Areas working party</p> <ul style="list-style-type: none"> <li>▪ Newport Parish Rights of way. Information received from ERYC 14.12.21 with regards to the Rights of Way Improvement Plan forwarded to PP/ GB to consider. Update to Cllrs at the February meeting.</li> <li>▪ Road maintenance – Concerns expressed re Thimblehall to Canalside West. Maintenance issues to be reported to ERYC via the online portal. RB agreed to draft a letter to ERYC</li> </ul> <p><a href="https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/">https://www.eastriding.gov.uk/environment/roads-streets-traffic-and-parking/roads-pavements-and-traffic/road-and-footpath-maintenance/</a></p> <p>Events working party.</p> <p>The working party agreed to meet W/C 17.01.22 to progress the following: -</p> <ul style="list-style-type: none"> <li>▪ Christmas Lights 2021. LC confirmed that Newport Parish Council have purchased the cables and lights but not the scaffolding. ITSL will remove the lights in line with the agreed contract. LC to obtain a detailed breakdown of the contract from ITSL prior to the payment of the invoice, along with a summary of the quotations received from the alternative providers for the Parish Council records.</li> <li>▪ Queen's Platinum Jubilee Celebration. Thurs 2<sup>nd</sup> June to Sun 5<sup>th</sup> June 2022</li> <li>- <a href="https://www.bbc.co.uk/news/uk-59929077">https://www.bbc.co.uk/news/uk-59929077</a></li> <li>- Initial suggestions included co-ordinating individual street parties and commemorative mugs for Newport children.</li> <li>- ERYC Community Fund grant of up to £500 available. Further detail available from the 20<sup>th</sup> of January. Events working party to provide information for AB to submit a grant application.</li> <li>▪ Further Key Projects for the Newport Parish in 2022/23</li> <li>- Christmas plans and expenditure 2022.</li> <li>- Youth provision.</li> <li>- Remembrance/ Poppies.</li> <li>- Annual Great British Spring Clean 25th March to 10th April 2022 – Consideration given to supporting this national campaign.</li> </ul>	<p>GB/PP</p> <p>RB</p> <p>LC</p> <p>Events Working Party</p> <p>AB</p> <p>Events Working Party</p>
2022/01/10	Policies and Procedures for approval and adoption	
	<ul style="list-style-type: none"> <li>▪ Emergency Plan – Discussion completed, and updates agreed at the December meeting. SM to document the agreed updated plan for publication on the Newport Parish and ERYC websites.</li> <li>▪ DPA Policy and GDPR - Privacy Notices. Review and approved.</li> <li>▪ DPA Consent Form – New form approved.</li> <li>▪ Safeguarding Policy Review – To be removed from the website.</li> </ul> <p>Proposed: RB Seconded: JL Outcome: All Cllrs present voted in favour of the proposals. AB to upload the documents to the website and remove the safeguarding policy.</p>	<p>SM</p> <p>AB</p>
2022/01/11	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"> <li>▪ Village Hall Recycling Bins. Information requested and response provided 10.01.22</li> <li>▪ Village Hall Financial update – shared with Cllrs 31.12.21</li> <li>▪ Canal Side East - Damage caused by ERYC refuse wagons and Highway Crossing by Triad Garage. Issues reported to ERYC Highways. Cllrs encouraged to report future issues via the ERYC portal (See 2022 01 09)</li> </ul>	





2022/01/13	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>Financial report for periods ending 31<sup>st</sup> December 2021.</li> <li>To approve schedule of payments and maintenance contract for the Kid Zone Play area</li> <li>HSBC Account Management including Signing Mandate</li> <li>Newport &amp; Gilberdyke Youth Project Finance Update</li> </ul>	
	<ul style="list-style-type: none"> <li>Financial report for December 2021 including HSBC CSV forwarded to Cllrs 04.01.22. SM review and sign off complete 11.01.22</li> <li>JP agreed to complete a review of the December accounts.</li> <li>To approve schedule of payments for December 2021 and payments requiring preauthorisation for payment – See appendix 1.</li> <li>Maintenance contract for the Kid Zone Play area. Remove and disposal of existing safamat surfacing beneath 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. Cllrs resolved to award the contract to Streetscape at a cost of £2740 + VAT</li> </ul> <p>Proposed: SE Seconded: DO Outcome: All Councillors voted in favour except for RB who abstained due to being absent when Cllrs discussed the contract at the December meeting.</p> <ul style="list-style-type: none"> <li>Blackthorn Close Amenity Area – Contract awarded to Wold Trees 18.11.21. Works completed 04.01.22 and checked by JL. Cllrs approved the payment of £1,020.</li> <li>Closed Churchyard Path. Cllrs approved the payment of £2,280 to CCMacadam.</li> <li>Approval of ITSL Sound and Light Ltd Invoice for Newport Christmas Lights £2,520. Cllrs approved the payment of the invoice on receipt of the information requested. (Agenda 2022 01 09).</li> </ul> <p>Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GB Seconded: HR Outcome: All Councillors voted in favour</p> <p>Brickyard Maintenance (P Coates) Quotation for replacement of gate and posts in wood or steel £620 / Repair bridge at Brickyard £120. Cllrs agreed to defer a decision to the February meeting to allow RB / SE to inspect and report.</p> <p>Newport &amp; Gilberdyke Youth Project Finance - Update requested 11.01.22.</p> <p>Management of Bank Accounts.</p> <ul style="list-style-type: none"> <li>Nationwide Building Society. £40,816 transferred.</li> <li>HSBC Account Management. Cllrs previously resolved to update the signing mandate. Further mandate submitted to HSBC 20.12.21. CY is currently completing the process of changing Primary and Secondary user (Subject to the new mandate being approved).</li> </ul>	<p>JP</p> <p>AB</p> <p>RB/SE</p>
	Date of Newport Parish Council Meeting: Tues 8 <sup>th</sup> February 2022– Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.08pm	

## Appendix 1 - Finance. Summary of payment and receipts

<b>Payments made pre authorised</b>				
<b>Date</b>	<b>Description</b>	<b>Components</b>	<b>Payment Made</b>	<b>Receipts</b>
29.12.21	NPC Clerk Business Line December - Giff Gaff		£6	
31.12.21	HMRC - NI and Income Tax M 2209		£48.73	
31.12.21	Staff Salaries - December Pay incl Nov Additional Hrs (15 Hrs)		£890.99	
<b>Payments made to be retrospectively authorised</b>				
06.12.21	Newport Village Hall - Finance Working Party		£12	
06.12.21	A Barker - Printer Ink		£23.74	
06.12.21	Lodge Landscapes - Christmas Trees		£708	
	P W Coates INV 212 - Nov 21	£378		
	P W Coates INV 212 - Nov 21	£370		
	P W Coates INV 212 - Nov 21	£170		
	P W Coates INV 212 - Nov 21	£482		
	P W Coates INV 212 - Nov 21	£358		
06.12.21	P W Coates INV 212 Total - Nov 21	Total	£1,758	
07.12.21	Information Commissioners Office		£35	
07.12.21	A SEFTON - Cemetary - Nov 21		£640	
17.12.21	HMRC - NI and Income Tax - Underpayment M1 and M2 (S Nicholson)		£113.21	
17.12.21	C Young - Paper		£4.99	
22.12.21	Newport Village Hall - Parish Council Meeting		£16.00	
<b>Receipts to be noted</b>				
03.12.21	Hortons - Terry - Internment			£245
14.12.21	Hortons - M Baker - GERB Reservation			£135
21.12.21	Transfer from HSBC BMM Account			£816
02.12. to 22.12.21	Transfers to Nationwide Business Savings		£40,816	
<b>Payments requiring pre authorisation for payment</b>				
	Wold Trees -Blackthorn Close Amenity Area		£1,020	
	CCMACADAM - St Stephens Church path		£2,280	
	Newport Christmas Lights - ITSL Sound and Light		£2,520	