

Parish Clerk: Mr Alan Barker
E Mail: clerk@newportpc.org.uk

Newport Parish Council Meeting

Date & Time: Tuesday 14th November 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/11/01	To note apologies for absence
2023/11/02	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.
2023/11/03	To approve the draft minutes of the Newport Parish Council Meeting held on 12 th September 2023
2023/11/04	Clerks Report including updates on action points / matters arising from the September 2023 Newport Parish Council Meeting.
2023/11/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none"> ▪ Humber Forest and National Highways M62 Tree Planting ▪ Market Weighton Canal Trail ▪ Market Weighton Canal Fishing Rights ▪ Newport Action Group Update ▪ Newport Village Green and Play Area extension.
2023/11/06	To consider planning applications received and note planning decisions.
2023/11/07	Clerk and Councillor Training update
2023/11/08	Committee and Working Party Update <ul style="list-style-type: none"> ▪ Events Working Party – Christmas 2023 preparation. ▪ Further Key Projects 2023/24.
2023/11/09	Policies and Procedures for review and approval <ul style="list-style-type: none"> ▪ Code of Conduct ▪ Disciplinary and Grievance Hearing Procedure ▪ Disciplinary Policy ▪ Grievance Policy ▪ Freedom of Information Policy ▪ Press and Media Policy
2023/11/10	Cllr updates and correspondence received for action
2023/11/11	Burials / Cemetery Update including. <ul style="list-style-type: none"> ▪ Burial Clerk Report and Finance ▪ Cemetery records ▪ Cemetery Extension update ▪ ERNLLCA Cemetery Management Course



2023/11/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none">▪ Financial report for September and October 2023.▪ Finance Working Group – Budget Planning 2024/25▪ To approve schedule of payments and payments requiring preauthorisation for payment▪ Grant applications for consideration
2023/11/13	Newport Newsletter update including Editor recruitment
2023/11/14	Items of a confidential nature to be discussed – Staff Contract of Employment

The next meeting of Newport Parish Council is on **Tuesday 9th January 2024** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 3rd November 2023

Website: <https://newportpc.org.uk/>

Appendix 1 - Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item and members of the public cannot interrupt the business of the meeting at other times unless Standing Orders are suspended by the Chair of the Council. This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Parish Clerk: Mr Alan Barker
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Newport Parish Council Meeting

Date & Time: Tuesday 12th September 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/09/01	To note apologies for absence
2023/09/02	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.



2023/09/03	To approve the draft minutes of the Newport Parish Council Meeting held on 11 th July 2023
2023/09/04	Clerks Report including updates on action points / matters arising from the July 2023 Newport Parish Council Meeting.
2023/09/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none">▪ Humber Forest and National Highways M62 Tree Planting▪ Market Weighton Canal Trail▪ Market Weighton Canal Fishing Rights▪ Newport Action Group Update▪ Newport Village Green and Play Area extension.
2023/09/06	To consider planning applications received and note planning decisions.
2023/09/07	Clerk and Councillor Training update
2023/09/08	Committee and Working Party Update <ul style="list-style-type: none">▪ Events Working Party – Christmas 2023 preparation.▪ Further Key Projects 2023/24.
2023/09/09	Policies and Procedures for review and approval <ul style="list-style-type: none">▪ Working Groups Protocol
2023/09/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment
2023/09/11	Burials / Cemetery Update including. <ul style="list-style-type: none">▪ Burial Clerk Report and Finance▪ Cemetery records▪ Cemetery Extension including Cllr land purchase options.▪ ERNLLCA Cemetery Management Course
2023/09/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none">▪ Financial report for July and August 2023.▪ To approve schedule of payments and payments requiring preauthorisation for payment▪ Grant applications for consideration
2023/09/13	Newport Newsletter update including Editor recruitment

The next meeting of Newport Parish Council is on **Tuesday 14th November 2023** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 4th September 2023

Website: <https://newportpc.org.uk/>

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have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Parish Clerk: Mr Alan Barker
E Mail: clerk@newportpc.org.uk

Newport Parish Council Meeting

Date & Time: Tuesday 11th July 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/07/01	To note apologies for absence
2023/07/02	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.
2023/07/03	To approve draft minutes of the Annual Parish Council and Annual Parish Meetings held on 9 th May 2023
2023/07/04	Clerks Report including updates on action points / matters arising from the May 2023 Annual Parish Council and Annual Parish Meetings.
2023/07/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none"> ▪ Humber Forest and National Highways M62 Tree Planting ▪ Market Weighton Canal Trail ▪ Market Weighton Canal Fishing Rights ▪ Newport Village Green and Play Area extension. ▪ Newport Action Group Update
2023/07/06	To consider planning applications received and note planning decisions.
2023/07/07	Clerk and Councillor Training update
2023/07/08	Committee and Working Party Update <ul style="list-style-type: none"> ▪ Events Working Party – Christmas 2023 preparation. ▪ Further Key Projects 2023/24.
2023/07/09	Policies and Procedures for review and approval <ul style="list-style-type: none"> ▪ Subject Access Request Form ▪ Document Retention Policy ▪ Personnel Committee Terms of Reference ▪ Contractor and General Maintenance Risk Assessment
2023/07/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment
2023/07/11	Burials / Cemetery Update including <ul style="list-style-type: none"> ▪ Burial Clerk Report and Finance



	<ul style="list-style-type: none">▪ Cemetery records▪ Cemetery Extension update▪ ERNLLCA Cemetery Management Course
2023/07/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none">▪ Financial report for May and June 2023.▪ To approve schedule of payments and payments requiring preauthorisation for payment▪ Grant applications for consideration
2023/07/13	Newport Newsletter update including Editor recruitment

The next meeting of Newport Parish Council is on **Tuesday 12th September 2023** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 30 June 2023

Website: <https://newportpc.org.uk/>

Appendix 1 - Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the Public Questions item and members of the public cannot interrupt the business of the meeting at other times unless Standing Orders are suspended by the Chair of the Council. This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

Parish Clerk: Mr Alan Barker
E Mail: clerk@newportpc.org.uk

Newport Parish Council Annual Meeting

Date & Time: Tuesday 9th May 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence 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. Please see Appendix 1 below for further information.

AGENDA

	Open Session for Members of the public to address the council – 15 mins.
2023/05/01	To note apologies for absence
2023/05/02	Election of Councillors, Chairman and Vice Chairman of the Council and acceptance of office.
2023/05/03	Declaration of pecuniary and non-pecuniary interests. Councillors to declare any interests in items on the agenda and the nature of such interests.
2023/05/04	Chairman's annual report



2023/05/05	Annual Accounts and Internal Auditors Report. Approve the Annual Governance Statement 2022/23
2023/05/06	Approve the Annual Accounting Statements 2022/23
2023/05/07	Confirm approval of the minutes of the meeting held on 14 th March. The minutes of the 2022 Annual Parish and Council Meetings previously approved in June 22.
2023/05/08	Receipt of the last minutes of the Personnel Working Party. Consideration of the recommendations, delegation arrangements and terms of reference of the committees.
2023/05/09	Appointment of members to existing committees and working groups.
2023/05/10	Appointment of any new committees in accordance with standing order 4
2023/05/11	Review and adoption of appropriate standing orders and financial regulations;
2023/05/12	Finances – to agree payments in accordance with the budget.
2023/05/13	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;
2023/05/14	Review of representation on or work with external bodies and arrangements for reporting back;
2023/05/15	Review of inventory of land and assets including buildings and office equipment;
2023/05/16	Confirmation of arrangements for insurance cover in respect of all insured risks;
2023/05/17	Review of the council's and/or staff subscriptions to other bodies;
2023/05/18	Review of the council's complaints procedure and Health and Safety Policy. Confirmation of all policies and procedures as per the Newport Parish Council website.
2023/05/19	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
2023/05/20	To consider planning applications received and note planning decisions
2023/05/21	Cllr and Clerk updates and correspondence received for action and to note

The next meeting of Newport Parish Council is on **Tuesday 11th July 2023 at 7pm** at Newport Primary School.

Issued by Parish Clerk: *Alan Barker*
2023

On: 26th April



Dear Parishioners

NOTICE of the Annual Parish Meeting

I hereby give you notice that the **Newport Annual Parish Meeting** will be held on **Tuesday 9th May 2023 at 6pm.**

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

All Local Government Electors registered to vote in the Civil Parish of Newport are invited to attend.

BUSINESS TO BE TRANSACTED

- 1) Acceptance of apologies for absence
- 2) Chairman's annual report – Sharron Mansell
- 3) Unitary Councils report – ERYC Cllr
- 4) Humberside Police Report
- 5) Reports from the Groups and Clubs of the Parish
- 6) Community Events Planning
 - Festive Planning for Christmas 2023
 - Newport Raft Race
 - Further key projects 2022/23
- 7) Chairman's Closing Comments

Sharron Mansell 21st March 2023

Chairman: Newport Parish Council

Please note: If a Parish Poll is requested only parishioners listed on the electoral roll will be able to make the request and vote.

The Annual Meeting of Newport Parish Council will take place on the same evening, at the same venue starting at 7pm.

Parish Clerk: Mr Alan Barker
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Newport Parish Council Meeting

Date & Time: Tuesday 14th March 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/03/01	To note apologies for absence
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2023/03/02	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.
2023/03/03	To approve draft minutes of the Parish Council Meeting held on 7 th February 2023
2023/03/04	Clerks Report including updates on action points / matters arising from the February 2023 Parish Council Meeting.
2023/03/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none">▪ Humber Forest and National Highways M62 Tree Planting▪ Market Weighton Canal Trail▪ Newport Community Action Group▪ Newport Village Green and Play Area extension proposal.
2023/03/06	To consider planning applications received and note planning decisions.
2023/03/07	Clerk and Councillor Training update
2023/03/08	Committee and Working Party Update <ul style="list-style-type: none">▪ Events Working Party – King Charles III Coronation Plan / Christmas 2023 preparation.▪ Clerk Annual Review 27th March 2023 at 4.30pm▪ Further Key Projects 2023/24.
2023/03/09	Policies and Procedures for review and approval <ul style="list-style-type: none">▪ Internal Control System – Confirm re Meeting frequency.▪ Social Media Policy▪ Emergency Plan
2023/03/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment
2023/03/11	Burials / Cemetery <ul style="list-style-type: none">▪ Burial Clerk Report and Finance▪ Cemetery Extension update
2023/03/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none">▪ Financial report for period ending 28th February 2023▪ To approve schedule of payments and payments requiring preauthorisation for payment
2023/03/13	Newport Newsletter update

The next meeting of Newport Parish Council is on **Tuesday 9th May 2023** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 6th March 2023

Website: <https://newportpc.org.uk/>

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Parish Clerk: Mr Alan Barker
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Newport Parish Council Meeting

Date & Time: Tuesday 7th February 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/02/01	To note apologies for absence
2023/02/02	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.
2023/02/03	To approve draft minutes of the Parish Council Meeting held on 10 th January 2023
2023/02/04	Clerks Report including updates on action points / matters arising from the January 2023 Parish Council Meeting.
2023/02/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none"> ▪ Eleanor Woodroffe - Humber Forest Project Officer presentation ▪ Market Weighton Canal Trail ▪ Newport Community Action Group ▪ Newport Village Green and Play Area extension proposal. ▪ National Highways M62 Tree Planting
2023/02/06	To consider planning applications received and note planning decisions.
2023/02/07	Clerk and Councillor Training update
2023/02/08	Committee and Working Party Update <ul style="list-style-type: none"> ▪ Events Working Party ▪ Personnel Committee – Confirm Annual Review for Clerk ▪ Further Key Projects 2023/24.
2023/02/09	Policies and Procedures for review and approval / Review of Parish Council Meeting frequency <ul style="list-style-type: none"> ▪ Internal Control System ▪ Risk Assessment ▪ Newport Cemetery and Closed Churchyard Risk Assessment

2023/02/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment
2023/02/11	Burials / Cemetery <ul style="list-style-type: none"> ▪ Burial Clerk Report and Finance ▪ Cemetery Extension update
2023/02/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none"> ▪ Financial report for period ending 31st January 2023 ▪ To approve schedule of payments and payments requiring preauthorisation for payment
2023/02/13	Newport Newsletter update

The next meeting of Newport Parish Council is on **Tuesday 14th March 2023** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 31 January 2023

Website: <https://newportpc.org.uk/>

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Parish Clerk: Mr Alan Barker
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Newport Parish Council Meeting

Date & Time: Tuesday 10th January 2023 at 7pm

Venue: Newport Primary School – Hall Entrance - Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

Public Forum - The Public Forum will commence at 7.00pm. The period designated for public participation shall not exceed 15 minutes. Each member of the public may only speak once and for no longer than 3 minutes. Please see Appendix 1 below for further information.

AGENDA

2023/01/01	To note apologies for absence
2023/01/02	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.



2023/01/03	To approve draft minutes of the Parish Council Meeting held on 13th December 2022
2023/01/04	Clerks Report including updates on action points / matters arising from the December Parish Council Meeting.
2023/01/05	Newport Parish Community Projects and Parish Matters <ul style="list-style-type: none">▪ Market Weighton Canal Trail▪ Newport Community Action Group▪ Newport Village Green and Play Area extension proposal▪ National Highways M62 Tree Planting
2023/01/06	To consider planning applications received and note planning decisions.
2023/01/07	Clerk and Councillor Training update
2023/01/08	Committee and Working Party Update <ul style="list-style-type: none">▪ Events Working Party▪ Further Key Projects 2022/23 and 2023/24.
2023/01/09	Policies and Procedures for review and approval <ul style="list-style-type: none">▪ Equality Policy▪ DPA Policy and GDPR - Privacy Notices Review▪ Covid guidance – To archive
2023/01/10	CLLr updates and correspondence received for action and to note including the Gilberdyke and Newport Landfill site
2023/01/11	Burials / Cemetery <ul style="list-style-type: none">▪ Burial Clerk Report and Finance▪ Cemetery Extension update
2023/01/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none">▪ Financial report for period ending 31st December 2022.▪ To approve schedule of payments and payments requiring preauthorisation for payment▪ Newport & Gilberdyke Youth Project Finance Update and equipment
2023/01/13	Newport Newsletter update

The next meeting of Newport Parish Council is on **Tuesday 7th February 2023** at Newport Primary School – Hall entrance.

Issued by Parish Clerk: *Alan Barker*

on: 3rd January 2023

Website: <https://newportpc.org.uk/>

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NEWPORT PARISH COUNCIL

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