

## Newport Parish Council Meeting

**Date & Time:** Tuesday 14<sup>th</sup> November 2023 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 G Bate (GB), Cllr J Preston (JP), A Barker – Clerk (AB).

**Members of the Public Present:** M Whitley (MW), Sophie Bartup (SB)

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
	SB (Community Development Manager) from the Smile Foundation attended and provided information re the support available from the Smile Foundation including the Vault, Time 2 Volunteer and wider Community Development support. AB to meet with SB to discuss funding opportunities for the following projects: - <ul style="list-style-type: none"> <li>Newport WW1 Memorial Clock restoration and automation.</li> <li>Play equipment at the Main Rd and Brickyard play areas.</li> <li>Extension of the Newport Cemetery.</li> </ul>	AB
2023/11/01	To note apologies for absence	
	Cllr N Wilkinson (NW), C Young – Burial Clerk (CY), Cllr P Pettit (PP), Cllr L Cressey (LC), Cllr J Lamming (JL) – Apologies received and accepted by Cllrs (Personal / Work). Cllr R Bate (RB) advised he does not send apologies but that he could not attend for safety reasons.	
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.	
	Pecuniary: None Non-Pecuniary: Market Weighton Canal Trail – DO / GS.	
2023/11/03	To approve the draft minutes of the Newport Parish Council Meeting held on 12 <sup>th</sup> September 2023	
	Proposed: HE Seconded: SE Outcome: All Councillors in attendance at the meeting voted to approve the minutes. GB, GS 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.	AB
2023/11/04	Clerks Report including updates on action points / matters arising from the September 2023 Newport Parish Council Meeting.	
	Summary provided to Cllrs 10.11.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.  GB concerns re Potholes addressed. AB attended the ERYC Parish Council Communities and Environment Event at Haltemprice on the 24 <sup>th</sup> and spoke to Carl Skelton (CS) (Director of Streetscene Services) about potholes and general road maintenance issues in Newport. CS explained that it is essential that all issues re roads and footpaths are reported directly via the online form. This allows ERYC senior management to review the reports received and actions taken. Information to be added to the website and Facebook.	AB/PP

	<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>	
2023/11/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>▪ Humber Forest and National Highways (NH) M62 Tree Planting Project. No further update.</li> <li>▪ Market Weighton Canal Trail. GS update – All of the benches are in place except 2 in Market Weighton. Installation of the signs commences this week. Volunteers are invited to test the website. Launch event planned for 2<sup>nd</sup> / 3<sup>rd</sup> December. The project will be complete by the end of December.</li> <li>▪ Market Weighton Canal Fishing Rights (EA). No further update.</li> <li>▪ Newport Action Group Update. No further update.</li> <li>▪ Newport Village Green and Play Area extension. Application to the Land Registry for them to change the ownership and update the title for an absolute title in progress. This will take 3-9 months.</li> <li>▪ Meeting completed with Streetscape to provide information with regards to funding, planning and repair of the Main Road play area following the Rospa Play safety inspection completed 7th September. AB to obtain 2 further quotes for the replacement of both decks on the multi play unit, resecuring the swing seat fixing. All priced based on works carried out together including raising the height of the swing seats on the toddler frame. DO to lead on a survey to establish the equipment the young people of Newport would like to be installed. AB to speak to Smile re the Smile Community Action Grant.</li> </ul>	<p>Cllrs</p> <p>AB</p> <p>DO AB</p>
2023/11/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 10.11.23.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>▪ N/A</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/02233/PLF 16 The Spinney (Clarkson). NPC – Approved 29.08.23. Approved 02.10.23.</li> <li>▪ 23/02448/PLF (Retrospective) 68 Main Road (Greaves) NPC – Approved 01.09.23. Approved 16.10.23.</li> <li>▪ 23/01853/PLF (Amended Plans) Rose Cottage (O'Connell) NPC – No comment 13.09.23. Approved 17.10.23.</li> <li>▪ 23/02549/TPO 12 Canal Side West (Peacock) NPC – Approved 11.09.23. Approved 25.10.23.</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>▪ 22/02613/PLF Land South Of 20 Wallingfen Lane (Lilley) – NPC Approved 21.10.22.</li> <li>▪ 22/03013/STPLF Dianthus Business Park. NPC Objected 11.01.23. Reason – Flood Risk, Insufficient Information, HGV Parking, Noise</li> <li>▪ 23/01667/STVAR JZ Flowers International. Newport Buildings LLP – NPC Approved 07.07.23.</li> <li>▪ 23/01940/PLF re-submission of 22/00552/PLF) Halcyon House (Bate). NPC – No comment 04.08.23</li> <li>▪ 22/03013/STPLF amended proposals and description - Dianthus Business Park (Newport Buildings). NPC Approved 14.08.23.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p>	

	<ul style="list-style-type: none"> <li>23/02568 /PLF Erection of two storey extension to rear following demolition of existing single storey extension and detached garage, installation of a new entrance door to front, removal of rear chimney and re-modelling of interior to form two dwelling 88 Main Road (Sparkes). NPC Approved 02.10.23.</li> <li>23/02269/PLF "Change of use of agricultural storage shed to agricultural repair and maintenance facility to support agricultural contracting business (Retrospective) 20 Wallingfen Lane (Lilley). NPC Approved 11.10.23</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Blackthorn Close Amenity Area Trees – TPO work application submitted to remove 2 Sycamore and 1 Ash tree and reduce the 3 Silver Birch trees by 50%. ERYC will not authorise the removal of healthy trees due to issues with leaf, seed or sap. Where there are claims of structural damage, evidence needs to be provided. If residents wish to make a complaint re structural damage, they must provide a structural report. ERYC completed a report re the trees 2 years ago – unless something has changed significantly there is no reason to remove the trees. The trees are in good health and contribute to the amenity of Newport.</li> </ul>	
2023/11/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> <li>The clerk continues to attend training events available via ERNLLCA and Scribe. Newsletter / training schedules shared with Cllrs. Cllrs encouraged to take advantage of the training opportunities available.</li> <li>ERNLLCA – Clerk networking and training event attended in Barton re HR and staffing / ERYC Shared Prosperity Fund event Beverley / Bridge the Digital Skills Gap with Cloud-eLearning / ERYC Communities and Environment event (Haltemprice) - All attended by AB.</li> </ul>	
2023/11/08	Committee and Working Party Update <ul style="list-style-type: none"> <li>Events Working Party – Christmas 2023 preparation.</li> <li>Further Key Projects 2023/24.</li> </ul>	
	<p>Events Working Party - Christmas 2023 planning.</p> <ul style="list-style-type: none"> <li>Christmas Lights Switch on Sat 25<sup>th</sup> November 2023 at 6pm.</li> <li>Meetings completed 28.09.23 and 18.10.23. The Events working party requested at the September meeting to meet and prepare a proposal and cost estimates for the 2023 lights to share with Cllrs. Budget confirmed £2,750 plus VAT.</li> <li>- Christmas Trees confirmed 30.10.23 - £650 + VAT (AB)</li> <li>- Festive Permit submitted 30.10.23. No charge. (AB)</li> <li>- Santa on a Bike and a Sound System (DO). No charge.</li> <li>- Lighting and Sounds – Electric point inspection complete - £110 + VAT (AB)</li> <li>- Meadow Lane Tree Mount Repair - Complete £220 (Pete Coates)</li> <li>- ITSL and Comparative quotes – outstanding. (LC)</li> <li>- Installation (20.11) and removal of the tree – TBC (Pete Coates)</li> <li>- Leaflets delivered to the Newport businesses (LC)</li> <li>- Leaflets to be added to the Noticeboards, Website and Facebook.</li> <li>- Cllr V Aitken will complete the lights switch on.</li> </ul> <p>Proposed: HR Seconded: GB Outcome: All Cllrs present voted to approve the planned expenditure and the Christmas plan.</p> <p>Further Key Projects 2023/24 – The events group requested to provide an update at the January meeting and lead on the D-Day 80 celebration in line with the information shared from Bruno Peek (Pageant master D Day 80).</p>	<p>LC</p> <p>AB / PP VA</p> <p>Events Group</p>
2023/11/09	Policies and Procedures for review and approval	

	<p>Cllrs received a link to the following documents via the Newport Parish Council website on 10.11.23 for review – No changes proposed.</p> <ul style="list-style-type: none"> <li>▪ Code of Conduct</li> <li>▪ Disciplinary and Grievance Hearing Procedure</li> <li>▪ Disciplinary Policy</li> <li>▪ Grievance Policy</li> <li>▪ Freedom of Information Policy</li> <li>▪ Press and Media Policy</li> </ul> <p>Proposed: SE Seconded: GS Outcome: All Cllrs present confirmed that no changes are required. AB to upload the documents to the website.</p>	AB
2023/11/10	Cllr updates and correspondence received for action	
	<ul style="list-style-type: none"> <li>▪ Village Hall Meeting 30.10.23 (GS). The meeting was attended by 8 residents. Financial update provided with concerns expressed that funds may run out in 5 years. GS reiterated that Newport Parish Council are keen to provide support when possible. The trustees need more volunteers. Seeking to expand activities. The largest funder is the preschool.</li> </ul> <p>For Action</p> <ul style="list-style-type: none"> <li>▪ East Riding of Yorkshire Council's Overview and Scrutiny committees are keen to hear from town and parish councils who would like to suggest a topic for scrutiny as part of the 2024/25 municipal year. Topics must be of a strategic nature that affect the East Riding as a whole.</li> <li>▪ The annual snapshot of those sleeping rough within the East Riding of Yorkshire will this year estimate the number of rough sleepers on the evening of Thursday 9 November into the morning of Friday 10 November. AB to report that Cllrs are not aware of any rough sleepers at this time.</li> <li>▪ North Cave Quarry - Invitation to Quarry Tour &amp; Update on Progress – GB and HR would like to attend. AB to arrange invitations.</li> <li>▪ Newport Flood Warden – AB to review the Emergency Plan and discuss this position with the Environment Agency.</li> </ul> <p>Information to note (Previously provided to Cllrs).</p> <ul style="list-style-type: none"> <li>▪ ERYC Community Governance review.13.11.23. ERYC have recommended no change re Cllr numbers or the Parish boundary.</li> <li>▪ Voluntary Litter Picker (Keith Stephenson). Letter of recognition sent.</li> <li>▪ Village and Play area inspections completed 12.09.23 and 24.10.23.</li> <li>▪ Ongoing complaint with regards to Drain Lane reported to the ERYC Senior Management team. ERYC Officers - Paul Robinson / Dave Sach.</li> <li>▪ ER Household Support Fund for Oil Customers/ Safeguarding Guidance: Children and Young People / ERYC News - Various / ERNLLCA Newsletter / ERNLLCA Training Schedule / Scribe Monthly Training Schedule / Scrutiny Committee / ERYC Rough Sleepers/Communities and Environment Town and Parish Council event at Haltemprice Leisure Centre on 24th October / Design Code briefing / ERNLLCA district committee meeting / NHS Annual member meeting / ERYC Climate Change Strategy event 01.11.23 / Humberside Police Better Together Event Invitation 08.11.23 / Anti-Social Behaviour update / ERNLLCA Newsletter / Good Cllr Training</li> </ul>	<p>Cllrs</p> <p>AB</p> <p>AB</p> <p>AB</p>
2023/11/11	<p>Burials / Cemetery Update including.</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Cemetery records</li> <li>▪ Cemetery Extension update</li> <li>▪ ERNLLCA Cemetery Management Course</li> </ul>	

	<ul style="list-style-type: none"> <li>Grant of Exclusive Right of Burial books and cemetery records required when available. AB has been speaking to Social Services re retrieving the Parish Council records.</li> <li>Cllrs confirmed the commitment to purchase land to extend the cemetery for the benefit of the Newport Community and surrounding villages, with the preferred option being land adjoining the Newport Cemetery. No further progress to report.</li> <li>Cllrs requested to provide details of any further land in Newport Parish that may be available / suitable. GB to enquire about land opposite the church.</li> <li>Cllrs requested the clerk to seek clarification of purchasing land for burials outside of the Newport boundary. Contact made with ERNLLCA and the ICCM who confirmed this is permitted. ERNLLCA confirmed that in extreme circumstances it is possible to acquire land by compulsory purchase, with the support and agreement of ERYC.</li> <li>Cllrs previously requested that further enquiries be made to extend the lease on the Cemetery and Access Road in the name of Newport Parish Council. Contact has been made with Gilberdyke PC who have agreed that they are happy to surrender the lease as long as the new lease grants them access rights to the access road through an easement. AB to progress with J Wilde</li> <li>Burial Clerk financial information included in the Parish Council accounts.</li> <li>Temporary Cover during CY's absence. AB continues to provide cover</li> </ul>	<p>AB</p> <p>Cllrs GB</p> <p>AB</p>
2023/11/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>Financial report for September and October 2023.</li> <li>Finance Working Group – Budget Planning 2024/25</li> <li>To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>Grant applications for consideration</li> </ul>	
	<ul style="list-style-type: none"> <li>Financial report for September and October forwarded to Cllrs. SM review and sign off complete 14.11.23.</li> <li>Finance Working Group – Budget Planning 2024/25 – Meeting to be completed 12<sup>th</sup> December 2023 at 5.30pm at Newport Primary School. GB, JP, GS, PP and AB to attend. AB to provide further information.</li> <li>Local Government Services Pay Agreement 2023. Increase of £1 per hour agreed for all current staff, backdated to 01.04.23. Recommendation that Cllrs approve the increase with arrears to be paid with November pay for the period 01.04.23 to 31.10.23 – AB 372hrs /CY 28.38hrs.</li> <li>To approve schedule of payments for November 2023 and payments requiring preauthorisation for payment – See appendix 1 and information below.</li> <li>Newport Methodist Church Clock Grant application. Installation of two Automatic Winding units and auto regulator, along with associated electrical works. 3 quotes received. Live ongoing applications (2) Further work to do (1) No response to enquiry (5) Declined (14). Further potential sources of funding to be discussed with Smile.</li> <li>JP requested to complete a review of the October accounts.</li> <li>Clerk Additional hrs to be approved – Sept – Nil / Oct – 7hrs.</li> <li>Appointment of Internal Auditor – Brian Brooks – Quote for the Audit 23/24 £300 (Originally appointed 2021 12 14). Information provided and</li> </ul>	<p>AB</p> <p>AB JP AB</p>

	alternatives considered included: - Elkerlodge Bookkeeping, Andrew Bosmans, Richard Dixon. Cllrs resolved to approve the accounts, the appointment of Brian Brooks as internal auditor, the Local Government Services Pay Agreement 2023 including payment of arrears, schedule of payments and proposed expenditure. Proposed: GB Seconded: GS Outcome: All Councillors accepted and voted in favour of the above points.	
2023/11/13	Newport Newsletter update including Editor recruitment	
	<ul style="list-style-type: none"> <li>Newsletter Editor Vacancy – LC to be requested to prepare the newsletter for approval by Cllrs at the January meeting along with a proposal for 2024.</li> </ul>	LC
2023/11/14	Items of a confidential nature to be discussed – Staff Contract of Employment	
	<p>Agenda Part 2 - The Parish Council was asked to consider excluding the press and public during consideration of the next agenda item on the grounds that it was likely to involve the disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972.</p> <p>In making its decision, the Parish Council was asked to confirm that, having had regard to the circumstances, it was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.</p> <p>Resolved – that having had regard to the circumstances, the Parish Council was satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information and that the press and public be excluded during consideration of the next item of business.</p> <p>Staff contract discussed and course of action approved having received guidance from ERNLLCA and Personnel Advice and Solutions Ltd.</p> <p>Proposed: SE Seconded: JP Outcome: All Councillors accepted and voted in favour of the actions to be taken and letters to be sent.</p>	
	Next Meeting: Tues 9 <sup>th</sup> January 2024 – Newport Primary School at 7pm – Hall Entrance.	
	Meeting closed at 8.30 pm	

#### Appendix 1 - Finance. Summary of payment and receipts – Sept (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
06.09.23	ERNLLCA - Cemetery Management Course	£90	
11.09.23	HSBC Banking Charges	£8.00	
29.09.23	NPC Clerk Business Line Sept - Giff Gaff	£6.00	
29.09.23	Newport Primary School Grant - Grass Cutting	£400.00	
Payments made to be retrospectively authorised			
04.09.23	S Goddard - Bus Shelter Cleaning (3 months)	£96	
06.09.23	Post Office Ltd - Stamps	£6	
13.09.23	Rospa Playsafety Inspection	£196.80	
29.09.23	A SEFTON - Cemetery - Sept 23	£360	
29.09.23	JRB Enterprises - Dog Gloves	£330	
30.09.23	P W Coates INV 144 Total Sept 23	£1,602	
29.09.23	HMRC - NI and Income Tax September 23	£28.59	
29.09.23	Staff Salaries - September Pay	£975.33	
Receipts to be noted			
11.09.23	Additional Inscription on Memorial		£110
29.09.23	East Riding of Yorkshire - Precept Part 2		£19,000

#### Finance. Summary of payment and receipts – October (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.10.23	HSBC Banking Charges	£8.00	
20.10.23	ERNLLCA - Clerk Training and Networking	£12.00	
27.10.23	NPC Clerk Business Line Oct - Giff Gaff	£6.00	
Payments made to be retrospectively authorised			
05.10.23	Remembrance Wreath - Cable Ties	£7.80	
27.10.23	Training and Meeting Expenses - Clerk	£41.00	
30.10.23	A SEFTON - Cemetery - Oct 23	£180	
30.10.23	P W Coates INV 145 Total Oct 23	£1,664	
31.10.23	HMRC - NI and Income Tax Ref 2407	£18.03	
31.10.23	Staff Salaries - October Pay	£898.83	
Receipts to be noted			
05.10.23	R Cogan - Burial Fee		£490



NEWPORT PARISH COUNCIL

#### Newport Parish Council Meeting

**Date & Time:** Tuesday 12<sup>th</sup> September 2023 at 7pm

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

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

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

**Members of the Public Present:** Cllr N Wilkinson (NW), PC Rachel Eyre 2595(RE), SGT P Hobman 1463 (PH) M Whitley (MW),

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
	<ul style="list-style-type: none"> <li>MW – Clarification requested with regards to the fees that will be charged for internment of his cremated remains in the future. See 2023 09 11.</li> <li>NW – ERYC update provided. The mayoral combined authority will have an overall budget of £1.3b. Residents can expect no change in the operation of the council. Strategic projects information including the roads and infrastructure provided.</li> <li>RE &amp; PH – Information provided re the Neighbourhood Policing Team and the support they provide to the residents of Newport. Discussion completed re recent Anti-Social behaviour crime at the play area at the junction of CSW and Main Rd and speeding, dangerous driving and drink driving issues.</li> </ul>	
2023/09/01	To note apologies for absence	
	Cllr P Pettit (PP), Cllr G Shields (GS), Cllr G Bate (GB), Cllr J Lamming (JL), Cllr J Preston (JP), C Young – Burial Clerk (CY), Cllr V Aitken (VA) – Apologies received and accepted by Cllrs (Personal / Work). Cllrs reminded that a Cllr is disqualified if they do not attend a meeting in any 6-month period or following the election.	
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.	
	Pecuniary: None Non-Pecuniary: Market Weighton Canal Trail – DO. Newport Primary School grant application – DO & SM. Planning 23/01853/PLF Rose Cottage - DO & RB. Planning 23/01940/PLF Halcyon House – RB.	
2023/09/03	To approve the draft minutes of the Newport Parish Council Meeting held on 11th July 2023	
	Proposed: HR Seconded: DO Outcome: All Councillors in attendance at the meeting voted to approve the minutes. RB and LC abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	AB
2023/09/04	Clerks Report including updates on action points / matters arising from the July 2023 Newport Parish Council Meeting.	
	Summary provided to Cllrs 04.09.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.	
2023/09/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Humber Forest and National Highways (NH) M62 Tree Planting Project. NH are on track with completing the detailed design of the Northern Forest Phase 4 project by October. This will then allow NH to apply for delivery funding with a view to getting the trees in the ground in early 2024.</li> <li>Market Weighton Canal Trail. GS Update by Email. All the signs and benches have now been ordered and installations along the route will begin during September. Priority will be on the main Gateway points at Market Weighton, Newport and the Humber Lock for these installations (signs and benches). The work will be carried out by East Riding Street Lighting team as an approved contractor. At Newport this will be on CSE</li> </ul>	



	<p>near the existing 4- panel notice board adjacent to the canal. Should all the work be completed during September, MWCT are hoping to hold two launch events. One in Market Weighton and the other in Newport probably the third week in October – to be published on the usual media.</p> <ul style="list-style-type: none"> <li>▪ Market Weighton Canal Fishing Rights (EA). Rebecca Ratcliffe. EA have confirmed they are happy for the licence to be renewed.</li> <li>▪ Newport Action Group Update. Plans are being made for a small event at Christmas. The directors of the group are currently being updated. It is anticipated the Raft Race will take place in 2024.</li> <li>▪ Newport Village Green and Play Area extension. Payment of the agreed fees made via Graham and Rosen in July 23. HM Land Registry Transfer of Title Documents submitted. Waiting for the EA documents re upgrading the legal title to absolute title. Statement of Truth completed. Cllrs resolved to instruct the solicitor to proceed with the purchase in absence of the statement of possession. Proposed: RB Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve this stance.</li> </ul>	AB
2023/09/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 04.09.23.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/01853/PLF (Amended Plans) Rose Cottage (O'Connell) – 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: SM Seconded: LC Outcome: Councillors voted to approve this decision with RB and DO abstaining due to having a non-pecuniary interest.</p> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/01330/STVAR Variation of Condition 13. Stonegate House. 4 Dianthus Business Park (Hazell) – NPC Approved 30.05.23. ERYC approved 14.08.23.</li> <li>▪ 23/00993/PLF 26 Southfields Goulard – NPC Approved 07.06.23. ERYC approved 14.07.23.</li> <li>▪ 23/01622/TPO 29 Teal Road (Young) – NPC Approved 07.06.23. ERYC approved 16.08.23.</li> <li>▪ 23/01910/PLF 24 Canal Side East Mrs A Sotherington. NPC Approved 12.07.23. ERYC approved 24.08.23.</li> <li>▪ 23/01848/PLF Skelton Grange. Van Diyk NPC Approved 31.07.23. ERYC approved 07.09.23.</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>▪ 22/02613/PLF Land South Of 20 Wallingfen Lane (Lilley) – NPC Approved 21.10.22.</li> <li>▪ 22/03013/STPLF Dianthus Business Park. NPC Objected 11.01.23. Reason – Flood Risk, Insufficient Information, HGV Parking, Noise</li> <li>▪ 23/01667/STVAR JZ Flowers International. Newport Buildings LLP – NPC Approved 07.07.23.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/01940/PLF re-submission of 22/00552/PLF) Halcyon House (Bate). NPC – No comment 04.08.23</li> </ul>	AB

	<ul style="list-style-type: none"> <li>22/03013/STPLF amended proposals and description - Dianthus Business Park (Newport Buildings). NPC Approved 14.08.23.</li> <li>23/02233/PLF 16 The Spinney (Clarkson). NPC – Approved 29.08.23.</li> <li>23/02448/PLF (Retrospective) 68 Main Road (Greaves) NPC – Approved 01.09.23.</li> <li>23/02549/TPO 12 Canal Side West (Peacock) NPC – Approved 11.09.23.</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Request for removal of the sycamore adjoining the home of Cllr J Lamming located at the Blackthorn Close Amenity Area. Further information provided 27.07.23 following guidance from the ERYC Trees Officer. Inspection completed 31.07.23. Request declined.</li> <li>Motorway Pond Planning application 23/00714/PLF – Update provided from Cllr V Aitken and Hannah Harne Planning Manager (West) 24.07.23.</li> </ul>	
2023/09/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> <li>The clerk continues to attend training events available via ERNLLCA and Scribe. Newsletter / training schedules shared with Cllrs. Cllrs encouraged to take advantage of the training opportunities available including the ERNLLCA Annual Conference &amp; AGM (15.09.23) and Scribefest (21.09.23).</li> <li>ERNLLCA – Clerk networking and training event re HR and staffing 20.10.23 Cllrs resolved that AB should attend. Cost £10 + VAT.</li> </ul> <p>Proposed: SE Seconded: HR Outcome: All Councillors accepted and voted in favour of the attendance at the event.</p>	
2023/09/08	Committee and Working Party Update <ul style="list-style-type: none"> <li>Events Working Party – Christmas 2023 preparation.</li> <li>Further Key Projects 2023/24.</li> </ul>	
	<p>Events Working Party - Christmas 2023 planning.</p> <ul style="list-style-type: none"> <li>The Events working party requested to meet and prepare a proposal and cost estimates for the 2023 lights to share with Cllrs. Cllrs previously resolved to defer the purchase of any new streetlight mounted displays until 2024. Cllrs confirmed a preference to have any lights professionally installed. LC to organise a meeting of the group and formally document the actions agreed. Budget confirmed £2,750 plus VAT. Quotation received for 2 Christmas Trees – Total £750 + Vat. Working Group - LC, DO, HR, JL, PP.</li> </ul> <p>Further Key Projects 2023/24 – LC will lead on the D-Day 80 in line with the information shared from Bruno Peek (Pageant master D Day 80).</p>	<p>LC / Cllrs</p> <p>LC</p>
2023/09/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 04.09.23 for review.</p> <ul style="list-style-type: none"> <li>Working Groups Protocol – No changes proposed.</li> </ul> <p>Proposed: RB Seconded: HR Outcome: All Cllrs present voted in favour of the proposals. AB to upload the document to the website.</p>	AB
2023/09/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment	
	<p>For Action</p> <ul style="list-style-type: none"> <li>Anti-Social Behaviour – Main Road Play Area. AB provided an update with regards to the actions taken. Cllrs requested to forward any information with regards to the individuals involved via AB to Humberside police. (Crime number 23*126994).</li> <li>Anti-Social Behaviour, Dangerous Driving and Speeding. A request for speed bumps (or an alternative) made by a resident. Cllrs advised that this option has previously been considered and rejected by ERYC</li> </ul>	

	<p>Highways. Concerns shared with Humberside Police and the officers present at the meeting.</p> <ul style="list-style-type: none"> <li>▪ National Grid – North Humber to High Mareham upgrade of the network. Letter received from Blacktoft Parish Council dated 10th August requesting support in maintaining a strong line of communication between all parties involved and National Grid. Cllrs resolved to provide support.</li> <li>▪ Voluntary Litter Picker – Keith Stephenson. Cllrs requested AB to send a letter of thanks to Mr Stephenson for the work being completed.</li> <li>▪ ERYC Community Governance review – Reduction from 11 to 8 Cllrs 2027. Small additional amount of land from North Cave. AB to provide the information to Cllrs again and make a submission on behalf of Newport Parish Council. Deadline for completion 30.09.23.</li> <li>▪ Ongoing complaint with regards to Drain Lane reported to the ERYC Senior Management team. Officers with responsibility - Paul Robinson / Dave Sach. Visit completed 04.09.23 – Limited patching work completed. Significant actionable work outstanding.</li> </ul> <p>Information to note (Previously provided to Cllrs).</p> <ul style="list-style-type: none"> <li>▪ NW provided further information re the ERYC Launch of public consultation for the East Riding Design Code stressing the importance as this project will consider the type of housing people want in their Parish. Further training will be available. The consultation period is from 11.09.23 to 22.10.23.</li> <li>▪ Communities and Environment Town and Parish Council Events. ER Leisure: Haltemprice - 24th October 2023, ER Leisure: Bridlington - 23rd November 2023, Burnby Hall, Pocklington - 24th January 2024, Virtual Event, 22nd February 2024. Each event will run from 5pm until 7pm.</li> <li>▪ Gilberdyke Health Centre - Request for support for a crossing at the front of the surgery. Declined by ERYC Traffic Management 04.08.23.</li> <li>▪ Village and Play area inspections completed 31.07.23, 16.08.23 and 12.09.23. Rospa Play safety inspection confirmed for September.</li> <li>▪ Hopwood Lane – Footpath cleared by ERYC.</li> <li>▪ The Newport &amp; Gilberdyke Youth Project equipment has been distributed between the Gilberdyke Youth project and Newport Primary School.</li> </ul> <p>ERYC Holiday Activities and Food Grants - Christmas and Annual Grant / Annual Forum Event of the East Riding of Yorkshire Enhanced Bus Partnership 13.10.23 / Facebook message received re improving the play areas including the Village Hall Recreational area / Newport Pre School – Re Newport in Bloom / Police and Crime Commissioner Annual Survey / ERYC My Community Alert / ERYC Active Bystander Training / NALC local plans / ERYC Council News / Joint Local Access Meeting 20.09.23 / Humber Teaching NHS Foundation Trust - Governor Elections 2023 / ERYC Standards Committee - Parish Council Representative Vacancies</p>	<p>AB</p> <p>AB/Cllrs</p> <p>AB</p>
2023/09/11	<p>Burials / Cemetery Update including.</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> <li>▪ Cemetery records</li> <li>▪ Cemetery Extension update</li> <li>▪ ERNLLCA Cemetery Management Course</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ CY is currently absent from work due to ill health. Cllrs resolved to continue to pay CY the average of payments made for March, April, and May 23</li> </ul>	

	<p>along with the home working allowance until 31.12.23, unless CY returns to work prior to this date when actual hours worked will be paid.</p> <p>Proposed: HR Seconded: SE Outcome: All Cllrs present resolved to approve this decision.</p> <ul style="list-style-type: none"> <li>Temporary Cover during CY's absence. AB offered to continue to provide temporary cover until the end of the year. Cllrs will review future needs at the January meeting. Additional hours to 31.12.23 to be paid via the clerk's salary.</li> <li>Desk top Cemetery mapping exercise completed. The copy of the Burials and Cremation records received by AB is being maintained in conjunction with the Cemetery Map.</li> <li>Due to the clerk needing to visit Newport on more frequent basis, additional mileage expenses to be paid for travel.</li> </ul> <p>Proposed: SE Seconded: DO Outcome: All Cllrs present resolved to approve this decision.</p> <ul style="list-style-type: none"> <li>Clarification provided with regards to the fees that will be charged to MW's estate for internment of his cremated remains in the future. Cllrs resolved to allow MW to be interned in Newport Cemetery at the fee charged for residents of Newport Parish at the date of his death.</li> </ul> <p>Proposed: SM Seconded: HR Outcome: All Cllrs present resolved to approve this decision</p> <ul style="list-style-type: none"> <li>Grant of Exclusive Right of Burial book and cemetery records required when available.</li> <li>Cllrs confirmed the commitment to purchase land to extend the cemetery for the benefit of the Newport Community and surrounding villages, with the preferred option being land adjoining the Newport Cemetery. Cllrs requested to provide details of any further land in Newport Parish that may be available and suitable. Cllrs requested the clerk to seek clarification of purchasing land for burials outside of the Newport boundary</li> <li>Cemetery planning application recommendation made to the landowner to confirm the extent of the work required to develop the cemetery. Discussions ongoing.</li> <li>AB requested to contact the ICCM / ERNLLCA to establish whether as a burial authority it is permissible to own land in another Parish.</li> <li>Cllrs requested further enquiries be made to extend the lease on the Cemetery and Access Road in the name of Newport Parish Council. Ongoing</li> <li>Burial Clerk financial information included in the Parish Council accounts.</li> <li>ERNLLCA Cemetery Management Course attended by AB on 05 &amp; 06.09.23.</li> <li>Scribe Cemetery Management package presentation attended 15.08.23 – Price £276 annual cost plus £189 set up + VAT. Information shared with Cllrs. Consideration to be given to this and alternative packages at the Jan 24 meeting.</li> </ul>	<p>AB</p> <p>AB</p> <p>AB</p> <p>AB</p>
2023/09/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>Financial report for July and August 2023.</li> <li>To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>Grant applications for consideration</li> </ul>	
	<ul style="list-style-type: none"> <li>MWCT – Cllrs resolved to add the following to the asset register.</li> <li>- Canal Side East table - £744.96 + VAT.</li> <li>3 – way finger post at the junction of Landing Lane and Canal Side East just north of the M62 - £400 + VAT.</li> </ul>	AB

	<ul style="list-style-type: none"> <li>▪ 3-way finger post located in place of or adjacent to the Public Bridleway at the junction of Seavy Carr Lane and Canal Side East. £400 + VAT</li> <li>▪ An interpretation Panel located against the fence of the Ouse &amp; Humber Drainage Board site on the opposite side of Seavy Carr Lane. £1,300 + VAT.</li> <li>▪ Notice of conclusion of the Audit information to notice boards and website 31.07.23.</li> </ul> <p>Grant applications for consideration. Information previously shared.</p> <ul style="list-style-type: none"> <li>▪ Newport Playing Fields – Grass cutting. <ul style="list-style-type: none"> <li>- Grant awarded to Newport Village Hall for 2023 - £400 (Paid 02.08.23).</li> <li>- Newport Primary School –The Parish Council requested the school completes a separate grant application form seeking financial support towards the 2022 cutting and maintenance which the school has already paid for. The school should also request support from the Village Hall. Grant application for 2022 received.</li> </ul> </li> </ul> <p>Proposed: HR Seconded: SE Outcome: Cllrs present voted in favour of awarding a grant of £400 to Newport Primary School with DO &amp; SM abstaining.</p> <ul style="list-style-type: none"> <li>▪ Newport Methodist Church Clock. Installation of two Automatic Winding units and auto regulator, along with associated electrical works. 3 quotes received. 18 grant applications and enquiries submitted. A decision will be made re the work when a grant is secured.</li> <li>▪ Newport Action Group Ltd – Newport Parish Council agreed a £1,000 grant in September 2022 for the raft race. The event did not take place as planned in August 23 and the grant offer has therefore expired.</li> <li>▪ Newport Defibrillator - Paula Pridmore requested support for the replacement of the defibrillator batteries and pads. Grant Application received and site meeting completed. The pads are due to expire on 28.06.24 and the batteries will require replacement dependant on usage. Cllrs resolved that the clerk has authority to provide a grant for any replacement pads and battery as required (Based on the grant application received August 2023). Proposed: RB Seconded: SE Outcome: All Cllrs present voted in favour of the proposal.</li> <li>▪ Financial report for July 2023 forwarded to Cllrs 01.08.23 and for August 01.09.23 SM review and sign off complete 12.09.23.</li> <li>▪ JP requested to complete a review of the July and August accounts.</li> <li>▪ Clerk Additional hrs approved - July 3 hrs / August 5 hrs.</li> <li>▪ To approve schedule of payments for September 2023 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: HR Seconded: DO Outcome: All Councillors accepted and voted in favour of the above points.</p>	<p>AB</p> <p>AB</p> <p>JP</p>
2023/09/13	Newport Newsletter update including Editor recruitment	
	<ul style="list-style-type: none"> <li>▪ Newsletter Editor Vacancy – LC advised that Karen Dwaine has agreed to edit the newsletter with the next newsletter to be prepared for December / January. Proposed: SE Seconded: DO Outcome: Cllrs resolved to approve this course of action</li> </ul>	
	Next Meeting: Tues 14 <sup>th</sup> November 2023 – Newport Primary School at 7pm – Hall Entrance.	
	Meeting closed at 8.39 pm	

## Appendix 1 - Finance. Summary of payment and receipts – July (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.07.23	HSBC Banking Charges	£8.00	
14.07.23	BHIB - Insurance	£749.43	
14.07.23	Graham & Rosen - Play Area Purchase	£2,000.00	
17.07.23	Graham & Rosen - Play Area Purchase	£1,893.00	
27.07.23	NPC Clerk Business Line June - Giff Gaff	£6.00	

Payments made to be retrospectively authorised			
16.07.23	Alan Barker - Expenses	£6	
28.07.23	A SEFTON - Cemetary - July 23	£360	
28.07.23	P W Coates INV 142 July 23	£1,602	
28.07.23	PKF Littlejohn - Annual Audit Fee	£378	
31.07.23	HMRC - NI and Income Tax July 23	£29.83	
31.07.23	Staff Salaries - July Pay	£966.86	
Receipts to be noted			
13.07.23	Cemetery Fee		£110

## Finance. Summary of payment and receipts – August (HSBC Community Account)

Date	Description	Payment Made	Receipts
02.08.23	Newport Village Hall Grant - Grass Cutting	£400	
11.08.23	HSBC Banking Charges	£8.00	
29.08.23	NPC Clerk Business Line June - Giff Gaff	£6.00	
Payments made to be retrospectively authorised			
16.08.23	Amazon - Printer Ink	£24.69	
30.08.23	A SEFTON - Cemetary - Aug 23	£540	
31.08.23	P W Coates INV 143 Total Aug 23	£1,570	
31.08.23	HMRC - NI and Income Tax Ref 2405	£24.36	
31.08.23	Staff Salaries - August Pay	£944.73	
Receipts to be noted			
24.08.23	M Garton - Burial		£490
29.08.23	SP Memorials - Grave Plot Headstone x 3		£465



### Newport Parish Council Meeting

**Date & Time:** Tuesday 11<sup>th</sup> July 2023 at 7pm

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

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

**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 G Bate (GB), Cllr J Preston (JP), Cllr J Lamming (JL), A Barker – Clerk (AB).

**Members of the Public Present:** C Benstead (CB), J Chapman (JC), M Whitely (MW)

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
	CB/JC requested an update with regards to the Newport Cricket Club grant application. See 2023 07 12.	
2023/07/01	To note apologies for absence	
	Cllr N Wilkinson (NW), Cllr V Aitken (VA), C Young – Burial Clerk (CY), Cllr P Pettit (PP), Cllr R Bate (RB), Cllr L Cressey (LC) – Apologies received and accepted by Cllrs (Personal / Work).	
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.	
	Pecuniary: None Non-Pecuniary: Market Weighton Canal Trail – GS / DO, Blackthorn Close Trees – JL, Newport Methodist Church Clock – GB, Newport Primary School fence and Playing field finance – DO/SM	
2023/07/03	To approve draft minutes of the Annual Parish Council and Annual Parish Meetings held on 9th May 2023	
	Proposed: HR Seconded: GB Outcome: All Councillors in attendance at the meeting voted to approve the minutes. JP 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.	AB
2023/07/04	Clerks Report including updates on action points / matters arising from the May 2023 Annual Parish Council and Annual Parish Meetings.	
	<ul style="list-style-type: none"> <li>Summary provided to Cllrs 26.06.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> </ul>	
2023/07/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Humber Forest and National Highways M62 Tree Planting Project. North Cave PC agreed to the proposals for tree planting (and the Market Weighton Canal Trail) at the Full Council Meeting on 25 April.</li> <li>Market Weighton Canal Trail. (GS) – The order for signage is being placed at a cost of £26,000. ERYC are completing the installation work. A launch event is being planned for September provided the main installation work is completed.</li> <li>Market Weighton Canal Fishing Rights (EA). Rebecca Ratcliffe is currently reviewing the licensing process on behalf of EA with further information provided 23.06.23.</li> <li>Newport Action Group Update (NAG). LC was not present at the meeting SM confirmed her understanding that the Raft Race planning is paused due to the complexity of the rules and regulations. As such it is unlikely the event will take place in August due to the short timescale. See 2023 07 12.</li> <li>Newport Village Green and Play Area extension. The legal papers are with the solicitors who are formally bringing the lease to an end and arranging the transfer of ownership. Cllrs resolved the following points: -</li> </ul>	

	<ul style="list-style-type: none"> <li>- Signing Authority for the Legal documents – signature by Chair and Vice Chair in the presence of the Clerk as witness.</li> <li>- Service Address – Records to show the current Clerks address / telephone.</li> <li>- Unregistered land adjacent to the B1230. Cllrs to consider an application to register the land on completion of the purchase of the land from the Environment Agency.</li> <li>- The Parish Council solicitor provided guidance re additional searches. Cllrs agreed that additional searches are not required.</li> <li>- Indemnity Insurance in respect of the report on title. An indemnity policy for approx. £250 is available to protect against any restrictive covenants relating to the land. The Parish Council solicitor suggests we may wish to consider this if the Land Registry refuse to upgrade ownership to absolute freehold title. Cllrs agreed that this would be a sensible option.</li> <li>- Cllrs resolved to approve the above points with regards to the purchase of the play area land. Proposed: SM Seconded: HR Outcome: All Councillors accepted and voted in favour of the above points. AB to advise the solicitor.</li> </ul>	AB
2023/07/06	To consider planning applications received and note planning decisions.	
	<p>Town and Parish Council Liaison Meeting attended 04.07.23 (AB) Update provided to Cllrs on 26.06.23. Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/01910/PLF Alteration to hipped roof to form gable, erection of two and half storey extension with Juliet balcony to rear, installation of two roof lights to front and associated alterations. 24 Canal Side East Mrs A Sotherington. Cllrs confirmed no objections to this planning application.</li> </ul> <p>Planning decisions confirmed by ERYC since the last meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/00714/PLF Increase height of a section of existing boundary fence to a maximum of 2.5m (retrospective application). Land West of The Old Brickyard Canal Side West - Objected 11.04.23. Reason – Encroachment, Visual Amenity, Height, Industrial look, and light. Further correspondence with resident 25.04.23. ERYC Approved 26.05.23.</li> <li>▪ 23/00567/PLF Erection of a portal frame shed. Land South Of 20 Wallingfen Lane (Lilley) – ERYC Approved 08.06.23.</li> <li>▪ 22/02043/STPLF Change of use of a building from Storage and Distribution (B8) to a mixed use of Manufacturing (B2) and Storage and Distribution (B8) (AMENDED PLANS) The Flower Outlet Unit 3 Dianthus Business Park. Cllrs resolved to not object, subject to the points originally submitted being addressed. – ERYC Approved 20.06.23</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>▪ 22/02613/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 (Lilley) – NPC Approved 21.10.22.</li> <li>▪ 22/03013/STPLF Erection of building for use as storage/distribution with associated infrastructure including construction hard standing, erection of a sub-station, switch building, transformer compound and installation of treatment plant - Dianthus Business Park. NPC Objected 11.01.23. Reason – Flood Risk, Insufficient Information, HGV Parking, Noise</li> </ul>	



	<p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>23/01330/STVAR Variation of Condition 13 (Approved Plans - Elevations Only) of planning permission 22/01763/STVAR (Erection of a storage building and associated works in connection with floral bouquet production and distribution) Stonegate House Unit 4 Dianthus Business Park (Hazell) – NPC Approved 30.05.23.</li> <li>23/00993/PLF Erection of detached garage to side 26 Southfields Goulard – NPC Approved 07.06.23.</li> <li>23/01622/TPO NEWPORT NO. 1 - 1980 (REF 27) T11 - Fell 1 no. Sycamore tree (T11) as it has become oversized, is overhanging neighbouring property where children play and garages, and is damaging properties with sticky tree sap - 29 Teal Road (Young) – NPC Approved 07.06.23.</li> <li>23/01667/STVAR Variation of condition 2 (use of development) of planning permission 15/00195/STPLF - Erection of an extension to an existing building with associated works in connection with a flower packing and distribution facility to allow for the storage and distribution of cardboard for packaging. JZ Flowers International. Newport Buildings LLP – NPC Approved 07.07.23.</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Motorway Pond Trees – Correspondence received from 3 residents who live on Grebe Road. Guidance sought from ERYC and shared with the residents.</li> <li>Trees Planning Response. The trees in question are not protected by either a conservation area or tree preservation order, therefore ERYC is unable to get involved / investigate the matter. The responsibility of the tree belongs to the owner of the land it is situated on, and we would advise that the residents who have contacted you speak to the Hull and District Angling Association regarding their concerns as they may need to call out a tree specialist or surgeon to inspect the tree/s and provide advice. If any part of the trees is growing into their boundary, then they are permitted to cut off any branches overhanging their fence providing they place the removed branches back into the neighbouring land, they can only throw away the branches if the owner has given consent. Links provided to reference materials available via the ERYC website and the Citizens Advice website.</li> <li>Request for removal of the sycamore adjoining the home of Cllr J Lamming located at the Blackthorn Close Amenity Area. Response provided following inspection by AB linked to the works completed in 2022. Cllrs resolved that AB should seek further guidance from the trees officer. Potential black spot identified. Potential for replacement trees via the Humber Forest to be planted.</li> <li>Resident requested support with regards to the Thimblehall Lane junction road markings. Response received from Carl Skelton (ERYC Acting Director Streetscene Services) shared with Cllrs and the resident. Resident advised that any further instances of dangerous driving be reported to the police.</li> </ul>	AB
2023/07/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> <li>The clerk continues to attend training events available via ERNLLCA and Scribe. Grant application and bid writing / Committee and Working Party training attended.</li> <li>ERNLLCA and Scribe Newsletter / training schedules to Cllrs</li> <li>Cllrs encouraged to take advantage of the training opportunities available.</li> </ul>	

	<ul style="list-style-type: none"> <li>Any Cllr wishing to attend the ERNLLCA Annual Conference on 15.09.23 to submit a request to AB. Price £55 + VAT per delegate.</li> </ul>	Cllrs
2023/07/08	<p>Committee and Working Party Update</p> <ul style="list-style-type: none"> <li>Events Working Party – Christmas 2023 preparation.</li> <li>Further Key Projects 2023/24.</li> </ul>	
	<p>Events Working Party</p> <ul style="list-style-type: none"> <li>Christmas 2023 planning. <ul style="list-style-type: none"> <li>Meeting completed with David Reaney (ERYC Area Lighting Engineer Street Lighting, Traffic Signals and CCTV) on 10th May to discuss the potential installation of lamp post mounted Christmas Lights in Newport.</li> <li>Information provided to Cllrs on 30.05.23 for ERYC to supply, install and test five new Christmas Lighting control boxes in Newport. The cost would be £1,024.62. ERYC can install the Christmas designs, test, and take them down after the Christmas period.</li> <li>Information provided with regards to a company called festive lighting for the purchase of lights. They supply many Councils including ERYC. Link provided to the Stock Catalogue.</li> <li>The Events working party requested to prepare a proposal and cost estimates for the 2023 lights to share prior to the September meeting. Cllrs resolved to defer the purchase of any new streetlight mounted displays until 2024. Proposed: SM Seconded: GS Outcome: All Councillors accepted and voted in favour of the above points.</li> </ul> </li> </ul>	Cllrs
2023/07/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 26.06.23 for review.</p> <ul style="list-style-type: none"> <li>Subject Access Request Form (GDPR) – No changes.</li> <li>Document Retention Policy (GDPR) – No changes.</li> <li>Personnel Committee Terms of Reference. GS requested to Chair the Committee for the next 12 months.</li> <li>Contractor and General Maintenance Risk Assessment – No changes</li> </ul> <p>Proposed: DO Seconded: HR Outcome: All Cllrs present voted in favour of the proposals. AB to upload the documents to the website.</p>	AB
2023/07/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment	
	<p>Cllr DO left the meeting from 19.40 to 19.50 during this item agenda.</p> <ul style="list-style-type: none"> <li>Gilberdyke Health Centre (JL) – Request made for Newport Parish Council to write in support of a crossing at the front of the surgery. AB to contact J Wilde at Gilberdyke Parish Council to confirm the support required.</li> <li>Village and Play area inspections completed 16.05.23 and 30.06.23. Meadow Lane Christmas Tree Mount and replacement of fittings on log walk outstanding.</li> <li>Works completed by the Community Payback team in May 23. Cllrs expressed thanks for the works completed.</li> <li>The Grit Bin from outside Newport Computers has been relocated to the front of St Stephens church.</li> <li>Anti-Social Behaviour, Dangerous Driving and Speeding. Update requested from Humberside Police following the recent accident at the junction of Meadow Lane and the actions to be taken to reduce accidents due to dangerous driving, drink and /or drugs. AB advised Cllrs of the update received from Jake Wilde as Gilberdyke and North Cave have similar issues</li> </ul>	AB

	<p>and Humberside Police have an ongoing project. Reports from 2 residents with regards to anti-social behaviour in the vicinity of Meadow Lane shared. Residents to requested via the website to report incidents via 101.</p> <ul style="list-style-type: none"> <li>▪ Ongoing complaint with regards to Drain Lane reported to the ERYC Senior Management team as no action has been taken. Contact made with Paul Robinson (PR) by Email with a list of road issues in Newport including Drain Lane and a telephone call completed. PR confirmed that ERYC are dealing with the potholes and will see if work can be completed re the rutting and subsidence. Not yet visited the site himself. Will review the Emails re Drain Lane and respond. PR confirmed that he will look at the list of issues when next in Newport. The full routine inspection of all roads is due in July. If any safety issues are identified the roads will be repaired. His team only pick up the jobs that are actionable. If the pothole is too small, they will not repair. Revenue budgets have been cut back by 25% in real terms.</li> <li>▪ Contact made by a resident in a property adjacent to Newport Primary School with regards to a dispute re a fence. Resident previously advised to call 101 by Humberside Police. Recommended that this course of action be followed, and that the complainant should also speak to the adjoining property managers. DO reported that Humberside Police and ERYC are resolving the issue. A new fence is to be installed to support safeguarding requirements.</li> <li>▪ Contact made by a resident with regards to Hopwood Lane reporting tree rubbish left next to the path, grass cutting not completed on Hopwood Lane or the Motorway track, potholes on Canal Side East along with the need for a further seat on this road. The Motorway track was cut by the Ouse and Humber Drainage Board (29.06.23). GS confirmed that new seats will be installed in the vicinity as part of the Market Weighton Canal Trail project. M Taylor (ERYC Operations Manager GMU Tech/Arboriculture) confirmed that this part of Hopwood Lane has been mapped as part of the rural verge mowing contract and will be picked up as part of the twice a year cut.</li> </ul> <p><b>Information shared with Cllrs.</b>  ERSCP and ERSAB Safeguarding Week 19th to the 23rd of June 2023 / 2023 Annual Neighbourhood Watch Networking Event 24.06.23 / Beverley Armed Forces Day – 1<sup>st</sup> July 2023 / ERYC Planning - Annual Town and Parish Council Planning Liaison Meetings Tuesday 4 July 2023 – 10am Wednesday 12 July 2023 – 5pm / ERNLLCA – East Riding District Committee 20th July 23 / ERNLLCA – D Day Planning – June 24 / ERYC News / June ASB Data – Howdenshire / Latest News from Hull City Council / Disability Confident Business Breakfast event Goole 11.07.23 / O&amp;HDB Apprentice Opportunity to Cllrs and Website / ERYC Free activities for children and young people on the Council's Holiday Activities and Food Programme.</p> <ul style="list-style-type: none"> <li>▪ Temporary Road Closure – Stony Lane 11 and 12 July.</li> <li>▪ National Grid – North Humber to High Mareham Consultation events  <a href="https://www.nationalgrid.com/electricity-transmission/document/148801/download">https://www.nationalgrid.com/electricity-transmission/document/148801/download</a></li> </ul> <p>Newport &amp; Gilberdyke Youth Project equipment / Finance</p> <ul style="list-style-type: none"> <li>▪ Josh Forster has collected the required equipment for the Gilberdyke Youth project with the remaining items to be donated to Newport Primary School.</li> </ul>	AB
2023/07/11	<p>Burials / Cemetery Update including.</p> <ul style="list-style-type: none"> <li>▪ Burial Clerk Report and Finance</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Cemetery records</li> <li>▪ Cemetery Extension update</li> <li>▪ ERNLLCA Cemetery Management Course</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ CY is currently absent from work due to ill health. Cllrs resolved to pay a salary amounting to an average of the hours worked in March, April and May along with the Homeworking Allowance for June and July salary payable on 31<sup>st</sup> July 2023. Further review to take place at the September meeting with any adjustment for additional hours worked to be confirmed. Proposed: JL Seconded: GB Outcome: All Cllrs present voted in favour of the proposal. CY / AB will meet to complete the annual review of the operation of the closed churchyard and cemetery when possible.</li> <li>▪ Back up copy of the Burials and Cremation records received by AB is being maintained in conjunction with the Cemetery Map.</li> <li>▪ Grant of Exclusive Right of Burial book required when available.</li> <li>▪ ICCM Updates received and reviewed.</li> <li>▪ Cemetery planning application recommendation made to the landowner to confirm the extent of the work required to develop the cemetery.</li> <li>▪ Cllrs confirmed the commitment to purchase land to extend the cemetery for the benefit of the Newport Community and surrounding villages, with the preferred option being land adjoining the Newport Cemetery. Cllrs requested to provide details of any further land in Newport Parish that may be available and suitable.</li> <li>▪ Cllrs requested further enquiries be made to extend the lease on the Cemetery and Access Road in the name of Newport Parish Council.</li> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Cllrs agreed that AB should complete the ERNLLCA Cemetery Management Course on 5<sup>th</sup> and 6<sup>th</sup> September to develop knowledge and understanding of relevant laws and best practice procedures, understanding of costly common pitfalls and how to avoid them, potential new income streams and avoid disputes relating to grave ownership, to ensure that adequate qualified cover is in place during the current and any future absence from work of the Burial Clerk. Cost - £75 plus VAT (Via ICCM)</li> <li>▪ Cemetery Tap repair completed.</li> </ul>	<p>AB/CY</p> <p>Cllrs</p> <p>AB</p> <p>AB</p>
2023/07/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>▪ Financial report for May and June 2023.</li> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment</li> <li>▪ Grant applications for consideration</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Insurance Review 2023 completed. Insurance renewal request received from BHIB / Aviva. 3-year agreement purchased in July 22 which limits potential increases in cost. This year the premium quoted is £749.43 (Last Year £758.84). AB has reviewed the 11 documents received against the asset register and is satisfied that the cover continues to meet the needs of Newport Parish Council. (See 2022 07 12 with regards to the 3-year agreement). Cllrs agreed to renew the existing policy.</li> <li>▪ Audit information to notice boards and website 02.06.23.</li> <li>▪ Grant applications for consideration. Information previously shared.</li> <li>- <b>Newport Cricket Club.</b> Grant request for £3K against a total cost of £6000 for new Cricket Pitch covers. Newport Parish Council resolved to approve in principle a donation of £1,000 to Newport Cricket Club for the purchase of Cricket Wicket covers subject to Newport Cricket Club obtaining the</li> </ul>	AB

	<p>balance of the funding required to place an order by 1<sup>st</sup> March 2024. The grant is awarded as Newport Parish Council is keen to focus on providing access to quality sports facilities for young people in the village. The grant offer will expire on 1<sup>st</sup> March 2024 if not claimed. Proposed: SE Seconded: DO Outcome: All Cllrs present voted in favour of the proposal.</p> <ul style="list-style-type: none"> <li>- <b>Newport Playing Fields.</b> Newport Parish Council have been asked to consider a grant towards the cost of the cutting and maintenance of the recreational grass area which includes the cricket and football pitches. Previously ERYC via Newport Primary School paid for the grass cutting, but the invoices for 2022 (£1,200) and 2023 (£1,200) will no longer be paid by ERYC as the school have their own playing field. The recreation area invoices are to be treated as 2 separate entities. It is proposed the Village Hall Committee should complete a grant request for the 2023 cutting and maintenance bill which to date is £600 (but will be £1,200 by the end of the year). This is because the contractor has not yet been paid and the Parish Council did not want to delay a decision for 2 months hence the Parish Council agreed on receipt of the grant application from the Village Hall Committee, we will pay up to £400.</li> </ul> <p>The Parish Council requested the school completes a separate grant application form seeking financial support towards the 2022 cutting and maintenance which the school has already paid for, to be considered at the September Parish Council meeting. The school should also request support from the Village Hall.</p> <p>The recreational area is owned and managed by the Village Hall. CB suggested that the Village Hall Committee should consider the actions required and make a recommendation with regards to the ongoing maintenance and share of the cost. Proposed: GS Seconded: SE Outcome: All Cllrs present voted in favour of the proposal.</p> <ul style="list-style-type: none"> <li>- <b>Newport Methodist Church Clock.</b> Installation of two Automatic Winding units and auto regulator, along with associated electrical works. The maintenance contract expires 30.06.24. Services completed 23/5/19 - 7/7/20 - 22/6/21 - 29/3/22 - 8/2/23. No further service is due prior to the expiry of the contract. 2 Quotations received to date with 3 further requests outstanding. It is anticipated the required cost of the work will be approx. £7,500 plus VAT. AB requested to investigate the available external grants (Including from the War Graves Commission) and report back at the September meeting.</li> <li>- <b>Newport Action Group Ltd</b> – Newport Parish Council agreed a £1000 grant was agreed by Councillors in September 2022 for the raft race. The grant would be paid on receipt of invoices relating directly to the set up and day of the raft race. There is currently no update to the planning or spending of the 2023 raft race and councillors have received information informally that several of the committee members have resigned. To be reviewed at the September meeting. <ul style="list-style-type: none"> <li>▪ Financial report for May 2023 forwarded to Cllrs 02.06.23 and for June 03.07.23 SM review and sign off complete 11.07.23.</li> <li>▪ JP requested to complete a review of the May and June accounts.</li> <li>▪ To approve schedule of payments for July 2023 and payments requiring preauthorisation for payment– See appendix 1 and information below.</li> </ul> </li> </ul>	<p>AB</p> <p>AB</p> <p>AB</p> <p>JP</p>
--	---	---

	CLLrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: JL Outcome: All Councillors accepted and voted in favour of the above points.	
2023/07/13	Newport Newsletter update including Editor recruitment	
	<ul style="list-style-type: none"> <li>Newsletter Editor Vacancy – LC to be requested to provide an update at the September meeting.</li> <li>CLLrs confirmed that material for the Summer Newsletter has been requested via Facebook.</li> </ul>	LC
	Next Meeting: Tues 12 <sup>th</sup> September 2023 – Newport Primary School at 7pm – Hall Entrance.	
	Meeting closed at 8.39pm	

#### Appendix 1 - Finance. Summary of payment and receipts – May (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
03.05.23	Moordale Foods - Best Dressed House Hampers	£170.02	
12.05.23	HSBC Banking Charges	£10.85	
12.05.23	Amazon - Raion Ltd Printer Paper	£28.98	
12.05.23	Amazon - Marquee Media Printer Ink	£27.44	
16.05.23	B&Q - Community Payback Paint	£103.50	
16.05.23	Amazon - Sikkens Paint	£30.79	
30.05.23	NPC Clerk Business Line May - Giff Gaff	£6.00	
Payments made to be retrospectively authorised			
19.05.23	A Barker - Training Course Expenses	£12.90	
30.05.23	A SEFTON - Cemetary - May 23	£360	
30.05.23	P W Coates INV 140 Total May 23 (Including £378 S137 expenditure)	£1,362	
31.05.23	HMRC - NI and Income Tax Ref 2402	£12.03	
31.05.23	Staff Salaries - May Pay	£874.42	
Receipts to be noted			
03.05.23	Cemetery Fee		£540
04.05.23	Cemetery Fee		£760
31.05.23	Cemetery Fee		£155

#### Finance. Summary of payment and receipts – June (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.06.23	ERNLLCA - Bid Writing Training	£30	
11.06.23	HSBC Banking Charges	£10.50	
26.06.23	NPC Clerk Business Line June - Giff Gaff	£6.00	
Payments made to be retrospectively authorised			
05.06.23	JRB Enterprises - Dog Gloves	£330	
19.06.23	S Goddard - Bus Shelter Cleaning (3 months)	£96	
29.06.23	A SEFTON - Cemetary - June 23	£360	
29.06.23	P W Coates INV 141 Total June 23 (Including £378 S137 expenditure)	£1,809	
30.06.23	HMRC - NI and Income Tax Ref 2403	£6.43	
30.06.23	Staff Salaries - June Pay	£830.60	
Receipts to be noted			
05.06.23	Cemetery Fee		£155



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

### Newport Parish Council Meeting

**Date & Time:** Tuesday 9<sup>th</sup> May 2023 at 7pm

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

**Present:** Cllr S Mansell – Chair (SM), Cllr H Robinson – Vice Chair (HR), Cllr R Bate (RB), Cllr G Bate (GB), 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:** M Horton (MH), M Whitley (MW), Cllr V Aitken (VA) – Open session of the meeting only.

**Absent:** Cllr J Preston (JP),

	Open Session for Members of the public to address the council – 15 mins.	Action
	MH – Clarification requested with regards to the fees chargeable to individuals not resident in Newport. 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. Gilberdyke PC have been informed of the impact of withdrawing the annual contribution and	

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

	<p>accepted that an increase in charges (To the standard scale of charges) will need to be made for residents of Gilberdyke.</p> <p>MH asked whether it would be possible to establish who owns individual graves and whether it would be possible to inform non-residents that they will be liable for standard fees. MH requested greater alignment when planning with Memorial Masons, Funeral Director and Grave digger schedules. AB to discuss with CY.</p> <p>VA thanked Cllrs and residents for the support received from Newport residents in the recent elections. ERYC is under no overall control, but VA confirmed keen to work with all ERYC Cllrs and continue with the work being completed on the school's portfolio.</p>	AB / CY
2023/05/01	To note apologies for absence	
	Cllr G Shields (GS), Cllr P Pettit (PP), C Young – Burial Clerk (CY) – Apologies received and accepted by Cllrs (Personal / Work).	
2023/05/02	Election of Councillors, Chairman and Vice Chairman of the Council and acceptance of office / declaration forms.	
	<p>Cllrs present completed the Declaration of Acceptance of Office of Councillor Form. The council at the meeting resolved to permit the declaration to be made (for Cllrs not present) at or before the July meeting. The declaration must be made in the presence of a member of the council or the council's proper officer. Cllrs reminded to ensure the details on the current register of interest forms are still up to date.</p> <p>Cllr S Mansell was requested to undertake the post of Chairman for the next 12 months.</p> <p>Proposed: HR Seconded: GB Outcome: All Councillors voted in favour of the appointment</p> <p>Cllr H Robinson was requested to undertake the post of Vice Chairman for the next 12 months. Proposed: DO Seconded: GB Outcome: All Councillors voted in favour of the appointment. Acceptances completed – to be forwarded to democratic services.</p>	<p>PP/JP</p> <p>AB</p>
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.	
	<p>Pecuniary: LC – Newport Action Group.</p> <p>Non-Pecuniary: DO – MWCT.</p>	
2023/05/04	Chairman's annual report	
	SM presented the Annual Report to the Annual Parish Meeting, and it is reproduced in Appendix 1.	
2023/05/05	Annual Accounts and Internal Auditors Report. Approve the Annual Governance Statement 2022/23	
	<p>The Parish Councillors received by E Mail on 11.04.23 details of Annual Return Assertions Proforma, along with the report to Cllrs produced by the Internal Auditor and the Annual Governance and Accountability Return 2022/23 Part 3. Review of the effectiveness of the system of internal control completed.</p> <p>Annual Governance Statement 2022/23 approved.</p> <p>Proposed: RB Seconded: GB Outcome: All Councillors voted in favour.</p>	
2023/05/06	Approve the Annual Accounting Statements 2022/23	



	Review of the Annual Accounting Statement including supporting documentation completed and approved. Proposed: DO Seconded: LC Outcome: All Councillors voted in favour. The internal auditor (Brian Brooks) approved the annual accounts on 09.04.23. Findings shared with Cllrs 11.04.23. The dates set for the period of exercise of public rights commences on 5 <sup>th</sup> June 2023 and ends on 14 <sup>th</sup> July 2023. During this period the Annual Governance Statement and Accounting Statements for 2022/23 will be available to view on the Parish noticeboards and the website.	
2023/05/07	Confirm approval of the minutes of the meeting held on 14 <sup>th</sup> March 2023. The minutes of the 2022 Annual Parish and Council Meetings previously approved in June 2022.	
	Councillors in attendance at the March meeting confirmed the minutes are a true record prior to publication with Cllrs confirming that PP attended part of the March 23 meeting. Proposed: SM Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve the minutes. RB and JL abstained as not present. 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.	AB
2023/05/08	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 27.03.23 by GS, DO, LC and RB. Draft notes circulated to Cllrs on 28.03.23.</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 14.06.22 Minute Ref 2022 06 08. Cllr G Shields was requested to continue in the role of Chair. Proposed: DO Seconded: LC Outcome: Seven Councillors in attendance at the meeting voted to approve the appointment of Chair with one Cllr abstaining.</li> <li>Working Groups Protocols September 21. Approved and adopted at the Newport Parish Council Meeting 14th September 2021. Reviewed 13.09.22 – No updates required Minute Ref 2022 09 09</li> </ul>	
2023/05/09	Appointment of members to existing committees and working groups.	
	<p>Cllrs resolved to update the membership of existing committees / working groups. A chair for each working group meeting 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. Chair – GS.</li> <li>Burial Working Group – RB, PP, SE, LC. Cllrs agreed that SM/AB will continue with negotiations for the land purchase prior to involving the working group in the development of the burial grounds.</li> <li>Events Working Group (To include planning for the Christmas Lights) – LC, DO, HR, JL, PP.</li> <li>Finance Working Group – RB, GS, GB, and JP.</li> <li>Social Media Working Group – PP, JP.</li> <li>Play Area Development Working Group – DO, HR, SE and SM</li> </ul> <p>Proposed: DO Seconded: HR Outcome: All Councillors in attendance at the meeting voted in favour of the existing groups and proposed changes.</p>	AB / SM

2023/05/10	Appointment of any new committees in accordance with standing order 4	
	No changes to the personnel committee. Working parties updated as per 2023/05/09. Next review of the composition of the committees and working parties to be completed at the Annual Council Meeting in May 2024	
2023/05/11	Review and adoption of appropriate standing orders and financial regulations;	
	Cllrs received the following documents by email on 26.04.23 for review. Standing Orders – Annual Review. No changes proposed. Financial Regulations – Annual Review. No changes proposed. Proposed: JL Seconded: GB Outcome: All Councillors voted in favour. AB to upload the documents to the website	AB
2023/05/12	Finances – to agree payments in accordance with the budget.	
	<ul style="list-style-type: none"> <li>▪ Formally approve the £2,500 reserves transfer to the Burial Grounds Improvement Fund from the General Reserve. (CY meeting 27.02.23)</li> <li>▪ Parish and Village Plan – Approve the transfer of £20,000 from the General Reserve for the development of the play area.</li> <li>▪ Meadow Lane Christmas Tree Mount – to break out old damaged concrete mounting and re concrete new plastic sleeve for Christmas Tree. Quotation of £240. To cut off old hangers on log walk and replace fittings. Quotation of £40. Both approved.</li> <li>▪ Newport Village Green and Play Area extension. Confirmation provided to Cllrs 11.04.23 as detailed below.</li> </ul> <p>- The legal papers are with the EA solicitor who is formally bringing the lease to an end and arranging the transfer of ownership.</p> <p>- The EA have agreed to reduce their survey fees from £2,500 to £1,500. As confirmed there will be no disbursements. Legal fees for EA will be approx. £750 - reduced from the original quote of £2,500.</p> <p>- The purchase cost is £3,000. £2,500 transferred to the Graham and Rosen client account to cover contractual initial costs.</p> <p>- Graham and Rosen Charges - Costs for the purchase of the land are £650 plus VAT, land registry registration fees and search fees of around £45 and client due diligence checks (required for all new clients) of £60. Total costs of £885.</p> <p>- Graham and Rosen have received the title documentation to the land on 12 April 2023. Draft Contract and Transfer documents requested for consideration.</p> <p>- Application by Newport Parish Council to HM Land Registry for a small area of unregistered land to be registered in Newport Parish Council's name complete.</p> <p>Financial report for March 2023 forwarded to Cllrs 03.04.23. Financial report for April 2023 forwarded to Cllrs 02.05.23. SM review and sign off complete 09.05.23.</p> <ul style="list-style-type: none"> <li>- JP to complete a review of the March and April accounts.</li> <li>- To approve schedule of payments and payments requiring preauthorisation for payment – See appendix 2 and information below.</li> <li>- Clerk – Additional Hours worked in March (2) / April (0) 2023. Approved.</li> </ul>	<p>AB</p> <p>AB</p> <p>JP</p> <p>AB</p> <p>AB</p>

	<ul style="list-style-type: none"> <li>- ERNLLCA - Grant application and bid writing training 19 May 2023 - £25 + VAT + expenses approved.</li> <li>- Newport Cemetery Extension – Cllr requested to formally approve the approach with regards to the submission of a planning application and associated costs as detailed by email 24.04.23 following guidance from ERYC Planning Officer.</li> <li>- Clerk Expenses - Printer Ink (£28.98) and Copy Printer Paper authorised.</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>	
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;	
	No changes proposed.	
2023/05/14	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, ICCM and ERNLLCA. HR to continue as the ERNLLCA representative.	
2023/05/15	Review of inventory of land and assets including buildings and office equipment;	
	Asset register updated 31.03.23 and formally signed off by SM 09.05.23. Updated version included with the Annual Audit. Asset register and Registry of Land to be added to the website.	AB
2023/05/16	Confirmation of arrangements for insurance cover in respect of all insured risks;	
	<p>Review completed by AB of the current insurance policy in July 2022 and comparative quotations requested. Further review to be completed to be 'fit for purpose' for both Finances and Assets of the Parish Council in July 2023.</p> <p>2022 07 12 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. 3-year agreement accepted 15.07.22</p> <p>Newport Cemetery and Closed Churchyard Risk Assessment reviewed 07.02.23 Minute Ref 2023/02/09 – Annual by Burial Committee replaced by Annual by Clerk.</p> <p>Newport Parish Council Risk Assessment Reviewed 07.02.23 Minute Ref 2023/02/09 – No updates.</p> <p>Village Inspection schedule maintained by the Clerk. Newport Parish Council Contactor and General Maintenance Risk Assessment introduced June 2022.</p>	
2023/05/17	Review of the council's and/or staff subscriptions to other bodies;	
	ERNLLCA – Membership Fee paid for 2022/23 £673.28 and 2023/24 £692.14.	

	Information Commissioners Office - £35 Institute of Cemetery Management 2023/24 - £95	
2023/05/18	Review of the council's complaints procedure and Health and Safety Policy;	
	Cllrs received the document provided by email on 26.04.23 for review. Complaints Procedure – Annual Review. No changes proposed. Health and Safety Policy – Annual Review. No changes proposed. Proposed: HR Seconded: DO Outcome: All Councillors voted in favour. AB to upload the document to the website.	AB
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.	
	Bimonthly - 2 <sup>nd</sup> Tuesday of the month 2023 – 11 <sup>th</sup> July 12 <sup>th</sup> September and 14 <sup>th</sup> November 2024 – 9 <sup>th</sup> January 12 <sup>th</sup> March 14 <sup>th</sup> May (Annual Parish and Council), 9 <sup>th</sup> July 10 <sup>th</sup> September 12 <sup>th</sup> November. Meetings to be held at Newport Primary School. ERYC Cllrs notified of the dates.	
2023/05/20	To consider planning applications received and note planning decisions	
	Update provided to Cllrs on 05.05.23. 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>▪ 23/00211/PLF Erection of a timber shed, toilet block and shower block associated with the campsite/agricultural use of the site (retrospective) Land North of Threeways Landing Lane (R Bate) – Approved 31.03.23.</li> <li>▪ 23/00388/PLF Change of use from pastureland to use for the storage of caravans with erection of security fence, lighting/CCTV columns - Land Northwest of Saltmarshe Grange (Bramley) - Approved 04.04.23.</li> <li>▪ 23/00160/PLF Increase in roof height to create first floor living accommodation and erection of a single storey rear extension. 68 Main Road (Greaves). Approved 24.04.23.</li> </ul> Awaiting ERYC decision on applications commented on at or prior to the last meeting: <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> <li>▪ 22/03013/STPLF Erection of building for use as storage/distribution with associated infrastructure including construction hard standing, erection of a sub-station, switch building, transformer compound and installation of treatment plant - Dianthus Business Park. Objected 11.01.23. Reason – Flood Risk Assessment, Insufficient information, Parking and Noise.</li> <li>▪ 22/02043/STPLF Change of use of a building from Storage and Distribution (B8) to a mixed use of Manufacturing (B2) and Storage and Distribution (B8) (AMENDED PLANS) The Flower Outlet Unit 3 Dianthus Business Park. 15.03.23 - Subject to</li> </ul>	

	<p>previous points being addressed in the revised application, Newport Parish Council has no additional objections to this application.</p> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>23/00714/PLF Increase height of a section of existing boundary fence to a maximum of 2.5m (retrospective application). Land West of The Old Brickyard Canal Side West - Objected 11.04.23. Reason – Encroachment, Visual Amenity, Height, Industrial look, and light. Further correspondence with resident 25.04.23.</li> </ul>	
2023/05/21	Cllr and Clerk updates and correspondence received for action and to note	
	<p>Information sent to Cllrs 05.05.23 with regards to the updates / actions taken since the March 23 meeting.</p> <p>For consideration and action at the meeting</p> <ul style="list-style-type: none"> <li>Dangerous Driving and Speeding. Cllrs resolved to request a report from Humberside Police with regards to the recent accident at the junction of Meadow Lane and the actions to be taken to reduce accidents due to dangerous driving, drink and /or drugs. An increased Police presence to be requested along with a request to attend Newport Primary school and talk to the children and parents re road safety. Newport Primary School have offered to design posters if these could be manufactured into proper designs and displayed in the village.</li> </ul> <p>Proposed: HR Seconded: JL Outcome: All Councillors voted in favour.</p> <ul style="list-style-type: none"> <li>Newsletter Editor Vacancy – LC agreed to consider the advertising and recruitment for the position. Information to be provided to advertise the position on the website, noticeboard, and Facebook.</li> </ul> <p>The following correspondence previously distributed to Cllrs by email to note: -</p> <ul style="list-style-type: none"> <li>National Highways Tree Planting. Preliminary design drawings including other locations in the vicinity that they are hoping to progress. Detailed design funding secured to allow the production of fully costed scheme proposals. Delivery funding to be sought with the aim of getting the trees and shrubs in the ground during January to March 2024.</li> <li>ERNLLCA Newsletter March and April 23 / Consultation on Infrastructure Levy / Diverse voices - Attracting councillors with non-visible disabilities / District Committee Meeting -Thursday 20 April 2023 at 7pm – update provided re the Rural Partnership and Illegal encampments / Training available for the full Council / Update provided re Networking event, Register of interest and newsletter.</li> <li>ERYC - East Riding Local Plan / Notice of uncontested Parish elections / Council news and updates / East Riding News / Applications for the Communities and Place investment priority grant now open / Salt Bin - Main Road outside Newport Village Hall – Replaced. Highways - Enquiry 2346953 Canal Side West, Newport – Irresponsible parking. Resolved.</li> </ul>	<p>AB</p> <p>DO</p> <p>LC</p> <p>AB</p>

	<ul style="list-style-type: none"> <li>▪ Gilberdyke Landfill update – Update to Cllrs 20.03.23</li> <li>▪ Humberside Police Report – April</li> <li>▪ Irresponsible HGV parking in the village. Resolved.</li> <li>▪ Complaint with regards to Drain Lane. Progressed via ERYC Senior Management. Village Task Force to be requested to revisit Newport and inspect the poor state of the roads, including Landing Lane.</li> <li>▪ Newport &amp; Gilberdyke Youth Project. Agreement reached with regards to the return and disposal of equipment.</li> <li>▪ Licence for breeding of registered kennel club dogs. Information sent 06.05.23.</li> <li>▪ Water discolouration – YW are working in Newport. No further action.</li> </ul>	
	Date of Newport Parish Council Meeting: Tues 11 <sup>th</sup> July 2023 – Newport Primary School – Hall Entrance at 7pm	
	Meeting closed at 8.35 pm	

#### **Appendix 1 – Chairman Annual Report for Newport Parish Council 2022 – 2023**

- Pleased to report we have a full council with the consistency of the same Cllrs over the past 12 months and all planned meetings have taken place. Early this year we voted to move the full Parish Council meetings to bi-monthly rather than monthly with the different committees meeting on a needs basis and making recommendations to the full council. In addition, Alan (the clerk) emails Cllrs weekly with relevant information including any planning applications. In the event of urgent business, we will arrange an extraordinary meeting which as always will be published on the notice board and website at least 3 working days before the meeting.
- Thank you to Cllrs for support / attendance / contribution. Thank you too, to Alan who makes a huge contribution to the PC. Cara continues to support us as the burials clerk.
- Local Council elections 4th May 2023. Cllr nomination papers completed and submitted to ERYC. No further nominations received, and ERYC have confirmed the election is uncontested, therefore the current Cllrs will remain in place.
- Range of Cllr and Clerk Training attended.
- We continue with the Cemetery and Closed Churchyard maintenance / management and are still working towards the purchase of land for future burials.
- We continue to build relationships by Working with Community Groups many of whom are here today. Thank you.
- Lots of updates of our work and who we are have gone out via Newsletter - Thank Cllr Cressey
- Also' on our website which is hopefully a useful information source as well as other social media such as Facebook – thank Cllr Petit and Alan
- Noticeboards are also frequently updated by Alan. Alan also completes a regular village checklist and reports his findings back to the full Council. Please do contact Alan if you spot anything or have any concerns.
- We have been consulted on 20 planning applications since May 2022. The Parish Council have objected to 5 applications and approved 13, with no comments submitted for 2 applications due to a potential conflict of interest.

- Our monthly finances are audited by one of our Parish Cllrs who works in finance and are signed off by the Chair bi-monthly, in addition they are externally audited annually to ensure we are compliant.
- Some of the projects we have spent the money on include Dog Bin Consumables, Festive lights and Christmas trees, Remembrance Day, we continue the long-term project to develop and improve the Main Road Play Area. The land is partially owned by Newport Parish Council, part was unregistered, and the remaining land was leased from the Environment Agency. In the past 12 months, the unregistered land has been acquired by the Parish Council and the purchase of the Environment Agency land for the benefit of the Community will be finalised shortly, in addition, we have replaced 2 play equipment springers and Safamat and had professional cleaning of the play equipment, a new litter bin and seat. In 2021/22 the Parish Council replacement the Safamat under the 2 swings and paid for the Rospa play safety inspection. Monies have been allocated from the budget for the purchase and development of the site in 2023/24.
- Also, money has been spent on grass cutting around the village and Church area.
- Newport Parish Council carefully financial budgeting meant a 5% reduction in the precept as we were aware the ERYC planned to increased council tax, although this is not a big saving per household it is a contribution to the cost-of-living crisis.
- Coronation – We successfully applied for an ERYC grant to support coronation community activities and around 100 household joined in the competition for the best dressed house with Prizes been awarded 1<sup>st</sup> place to 4<sup>th</sup> place with a special prize going to the Spinney for the best street demonstrating community spirit. Working with the Newport Action Group there was also a Ball at the Village Hall which I’m sure you will hear more about later.
- We would be grateful to see more residents attending the PC meetings even if it’s just for the open session for members of the public to address the Council to share their aspirations for a better village.

Sharron Mansell

9<sup>th</sup> May 2023

## **Appendix 2 - Finance. Summary of payment and receipts – March 2023**

<b>Payments made pre authorised</b>			
<b>Date</b>	<b>Description</b>	<b>Payment Made</b>	<b>Receipts</b>
14.03.23	HSBC Banking Charges	£8.00	
15.03.23	S Goddard - Bus Shelter Cleaning 01.12.22 to 28.02.23	£96.00	
15.03.23	Kwik Kall - Fishing License Tickets and Poster (Joy Gledhill Ltd)	£54.00	
15.03.23	JRB Enterprises - Dog Gloves - S137 expenditure	£330.00	
20.03.23	The Sign Shed - Replacement playground sign	£24.35	
20.03.23	Microsoft 365 Renewal	£79.99	
21.03.23	ERNLLCA - Annual Subscription 2023/24	£692.14	
21.03.23	Scribe - Annual Account 2023/24	£414.72	
22.03.23	Graham and Rosen - Play Area extension	£2,500.00	
27.03.23	NPC Clerk Business Line February - Giff Gaff	£6	
27.03.23	Streetscape - Replacement Springer Animal S137 expenditure	£1,638.00	
27.03.23	Miles Alvarez - Flag Pole Clean	£30.00	
30.03.23	Jack Copeland - Spring Newsletter Edit	£50.00	
31.03.23	Newsletter Printing	£180.00	
<b>Payments made to be retrospectively authorised</b>			
10.03.23	SP Memorials Refund	£45	
29.03.23	A Barker - Expenses	£9	
30.03.23	A SEFTON - Cemetary - March 23	£180	
30.03.23	P W Coates INV 138 Total March 23 Incl £378 S137 expenditure	£707	
31.03.23	HMRC - NI and Income Tax Ref 2312	£40.43	
31.03.23	Staff Salaries March 23	£884.81	
<b>Receipts to be noted</b>			
14.03.23	Horton Funeral Director		£135
20.03.23	Fishing Licenses		£144
27.03.23	Land Registry Refund (Via A Barker)		£15
28.03.23	Newsletter Sponsor		£30
28.03.23	Newsletter Sponsor		£30
28.03.23	Newsletter Sponsor		£30

### Summary of payment and receipts – April 2023

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC



Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.04.23	HSBC Banking Charges	£11.66	
11.04.23	Internal Auditor - B Brooks	£250	
18.04.23	Flagmakers - Coronation Bunting	£86.34	
18.04.23	Party Packs Limited - Coronation	£143.98	
26.04.23	NPC Clerk Business Line April - Giff Gaff	£6.00	
26.04.23	Amazon - Art and Baking Set - Coronation	£63.97	
Payments made to be retrospectively authorised			
12.04.23	ICCM Annual Membership	£95	
13.04.23	ERYC - Cemetery Waste Contract	£244.14	
27.04.23	A SEFTON - Cemetary - April 23	£360	
27.04.23	P W Coates INV 139 April 23 (including £336 S137)	£1,320	
28.04.23	HMRC - NI and Income Tax Ref 2401	£26.65	
28.04.23	Staff Salaries - April 23	£946.91	
28.04.23	Burial Clerk Expenses (Stamps and Envelopes)	£10.49	
Receipts to be noted			
13.04.23	VAT Reclaim - 01.04.22 to 31.03.23		£2,025.23
18.04.23	ERYC - King Charles Coronation Grant		£500
25.04.23	S P Memorials - Cemetery		£110
28.04.23	ERYC - Precept		£19,000



### Newport Parish Council Meeting

**Date & Time:** Tuesday 14<sup>th</sup> March 2023 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 L Cressey (LC), Cllr G Bate (GB), Cllr J Preston (JP), Cllr P Pettit (PP) - Part, A Barker – Clerk (AB).

**Members of the Public Present:** M Whitley (MW), Ward 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
	MW requested clarification with regards to the increased Cemetery charges for Gilberdyke residents due to the decision taken by Gilberdyke Parish Council (GPC) in June 2022 not to contribute to the ongoing maintenance of the Newport Cemetery and St Stephens Closed Churchyard. AB explained the background and the reluctant decision taken to increase the charges for Gilberdyke residents to the standard rate due to the withdrawal of the GPC contribution and the ongoing costs of maintaining	

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

	the burial grounds. <a href="#">Minutes of 2022 Annual Parish Council Meeting and June 2022 Parish Council Meeting – Gilberdyke Parish Council (gilberdyke-pc.org.uk)</a> VA - ERYC update. ERYC Childrens Services received an inadequate report in 2019. The latest inspection has just been completed and it is anticipated an improved report will be received. Instances of Anti-Social behaviour should be reported to the ERYC Anti-Social Behaviour team. <a href="#">Anti-social behaviour (eastriding.gov.uk)</a>	
2023/03/01	To note apologies for absence	
	Cllr J Lamming (JL), Cllr R Bate (RB), C Young – Burial Clerk (CY),	
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.	
	Pecuniary: None Non-Pecuniary: Market Weighton Canal Trail – GS / DO	
2023/03/03	To approve draft minutes of the Parish Council Meeting held on 7 <sup>th</sup> February 2023	
	Proposed: GS Seconded: HR Outcome: All Councillors in attendance at the meeting voted to approve the minutes. JP and GB abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2023/03/04	Clerks Report including updates on action points / matters arising from the January Parish Council Meeting.	
	<ul style="list-style-type: none"> <li>February Parish Council Meeting. Summary provided to Cllrs 10.03.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> </ul>	
2023/03/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Humber Forest and National Highways M62 Tree Planting Project. The National Highways preliminary design drawings are currently being prepared for this phase of the Northern Forest project, and will be shared before the end of March, following which detailed design and delivery funding will be sought for 2023/24. GS is speaking to North Cave Parish Council re the section from Hopwood Lane to Stoney Lane.</li> <li>Market Weighton Canal Trail. GS – Ongoing conversations with the EA re the siting of street furniture and finalising the signage. Presentation completed at Broomfleet with North Cave and Holme on Spalding Moor to follow in the coming weeks.</li> <li>Newport Community Action Group (NCAG). LC – Update provided re the plans for the Best of British Celebration / King Charles III Coronation Ball (6th May) in conjunction with other village groups. See 2023 03 08. Further plans for 2023 include the Raft Race (August Bank Holiday) and Beer Festival (October).</li> <li>Market Weighton Canal Fishing Rights (EA). Rebecca Ratcliffe is currently reviewing the licensing process on behalf of EA. New fishing tickets purchased and available at the Londis Supermarket.</li> <li>Newport Village Green and Play Area extension. The legal papers are with the EA solicitor (Annie Martin) who is formally bringing the lease to an end and arranging the transfer of ownership.</li> <li>Application by Newport Parish Council to HM Land Registry for a small area of unregistered land to be registered in the name of Newport Parish Council. The application has been referred to EA for comment and the transfer should be finalised shortly.</li> </ul>	
2023/03/06	To consider planning applications received and note planning decisions.	
	Update provided to Cllrs on 10.03.23.	

	<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 (B8) to a mixed use of Manufacturing (B2) and Storage and Distribution (B8) (AMENDED PLANS) The Flower Outlet Unit 3 Dianthus Business Park. Cllrs resolved to not object, subject to the points originally submitted being addressed.</li> </ul> <p>Planning decisions confirmed by ERYC 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. Approved 06.03.23.</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. Approved 09.02.23.</li> <li>22/02043/STVAR 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 and 19.12.22. Replaced 03.03.23.</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>22/02613/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> <li>22/03013/STPLF Erection of building for use as storage/distribution with associated infrastructure including construction hard standing, erection of a sub-station, switch building, transformer compound and installation of treatment plant - Dianthus Business Park. Objected 11.01.23.</li> <li>23/00160/PLF Increase in roof height to create first floor living accommodation and erection of a single storey rear extension. 68 Main Road (Greaves). Approved 03.02.23.</li> <li>23/00211/PLF Erection of a timber shed, toilet block and shower block associated with the campsite/agricultural use of the site (retrospective) Land North of Threeways Landing Lane (R Bate) Newport Parish Council did 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>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>23/00388/PLF Change of use from pastureland to use for the storage of caravans with erection of security fence, lighting/CCTV columns - Land North West Of Saltmarshe Grange (Bramley) Approved 02.03.23</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Motorway Pond Fence Complaints and encroachment –ERYC Planning Enforcement have confirmed that a planning application has been submitted. Not as yet received by Newport Parish Council for comment.</li> </ul>	AB
2023/03/07	Clerk and Councillor Training	
	<ul style="list-style-type: none"> <li>The clerk continues to attend training events available via ERNLLCA and Scribe.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ ERNLLCA – Full training schedule provided. Newsletter and details of courses for the next 12 months to Cllrs 27.02.23 (and post meeting 15.03.23)</li> <li>▪ Scribe – Training schedule to Cllrs 27.02.23.</li> <li>▪ Cllrs encouraged to take advantage of the training opportunities available.</li> <li>▪ Any Cllr wishing to attend the ERNLLCA Annual Conference on 15.09.23 to submit a request to AB.</li> </ul>	Cllrs
2023/03/08	<p>Committee and Working Party Update</p> <ul style="list-style-type: none"> <li>▪ Events Working Party – King Charles III Coronation Plan / Christmas 2023 preparation. Information re Eden Project 14.03.23.</li> <li>▪ Clerk Annual Review 27th March 2023</li> <li>▪ Further Key Projects 2023/24.</li> </ul>	
	<p>Events Working Party</p> <ul style="list-style-type: none"> <li>▪ King Charles III Coronation Plan <ul style="list-style-type: none"> <li>- Meadow Lane Flagpole Clean approved.</li> <li>- New flag / Bunting – To install w/c 1st May 2023</li> <li>- ERYC King Charles III Coronation Fund application to be submitted by AB. To request £200 towards the cost of decorations for the NCAG's Village Hall event (Flags, Balloons, Bunting, Table decorations), £200 for the best dressed house competition and £100 for the Newport Primary Coronation Party.</li> </ul> </li> <li>▪ Christmas 2023 planning. <ul style="list-style-type: none"> <li>- Cllrs would like to instal a small number of streetlight mounted illuminations in addition to the current Christmas Lights. LC agreed to prepare a proposal for the May 2023 meeting.</li> </ul> </li> <li>▪ Annual Review date for Clerk agreed for Mon 27<sup>th</sup> March 2023 at 4.30pm. Newport School. Personnel Committee members invited to attend. (GS, DO, LC and RB. SM as reserve).</li> <li>▪ Further Key Projects 2023/24 – Information with regards to the Humber Forest to be included in the Newsletter.</li> </ul>	<p>AB</p> <p>LC</p> <p>GS</p>
2023/03/09	Policies and Procedures for review and approval / Review of Parish Council Meeting frequency	
	<p>Cllrs received the following documents provided by email on 10.03.23 for review.</p> <ul style="list-style-type: none"> <li>▪ Internal Control System – Update to the frequency of meetings confirmed following receipt of ERNLLCA guidance.</li> <li>▪ Social Media Policy – No updates.</li> <li>▪ Emergency Plan – Rev Lyn Kenny removed as has now retired and the plan annual review date amended to March.</li> </ul> <p>Proposed: GS Seconded: GB Outcome: Internal Controls - The proposal to reduce the number of meetings to 6 per annum (January, March, May, July, September, and November) formally approved following the guidance received from ERNLLCA. At the February meeting five Cllrs voted in favour and one against. All Cllrs present voted unanimously in favour of the proposals with regards to the social media Policy and Emergency Plan.</p>	AB
2023/03/10	Cllr updates and correspondence received for action and to note including Newport & Gilberdyke Youth Project equipment	
	<ul style="list-style-type: none"> <li>▪ Local Council elections 4th May 2023. AB to attend a briefing by ERYC on 16th March 2023. Guidance and nomination papers will be shared with Cllrs on 17<sup>th</sup> March. Nomination papers to be completed from 20<sup>th</sup> March. Information shared re the Parish Council election process.</li> <li>▪ Village and Play area inspections completed 07.03.23.</li> <li>▪ Meadow Lane Xmas Tree anchor to be repaired. Quote outstanding.</li> </ul>	AB

	<ul style="list-style-type: none"> <li>▪ A residents' concerns with regards to parking on Canal Side West outside her home discussed. AB to contact Jim McGivern at ERYC to seek guidance.</li> <li>▪ The Active Communities team within the East Riding Council are looking to collect information about community events that are being held within the East Riding. Seeking to support or work in partnership to develop the community offer regarding physical and mental health. Cllrs to provide information with regards to any events they would like to publicise.</li> <li>▪ Removal of Dog Poo Bags from various locations by persons unknown. Now replaced. Ongoing issues to be monitored.</li> <li>▪ Damaged Footpath 3 Gate Post (Thimblehall Lane) – Reported to ERYC who have completed the repair to the gate and post.</li> <li>▪ Salt Bin – Newport Village Hall replacement scheduled.</li> <li>▪ Horse Riding Awareness signs on Landing Lane. New sign installed.</li> <li>▪ Community Payback – AB to request support for the painting of the Parish Council owned seats and the wooden bus shelter.</li> </ul> <p>Information shared with Cllrs.</p> <ul style="list-style-type: none"> <li>▪ ERYC News / East Riding Safeguarding Children Partnership Newsletter / East Riding Domestic Abuse Services Information / Surface Dressing programme 2023 commencing 11<sup>th</sup> April 2023 (B1230 Main Road, Newport) / Howdenshire Police Update.</li> </ul> <p>Newport &amp; Gilberdyke Youth Project equipment / Finance</p> <ul style="list-style-type: none"> <li>▪ The requested meeting with the Gilberdyke Chair and Clerk to discuss the final phase of the financial agreement and finalise plans for the remaining equipment has been declined. Further meeting to be completed with the Gilberdyke Clerk to arrange for the stored equipment to be shared between Newport Primary School and the Gilberdyke Youth project. Proposed: SE Seconded: LC Outcome: All Cllrs present voted unanimously in favour of the proposal with regards to the remaining equipment and that no further action should be taken with regards to the financial agreement.</li> </ul>	<p>AB</p> <p>Cllrs</p> <p>AB</p> <p>AB</p>
2023/03/11	<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 / AB met 27.02.23 to review the operation of the closed churchyard and cemetery including the maintenance contracts. Meeting subsequently completed with the cemetery maintenance contractor to discuss the number of grass cuts required per year. Outline schedule of sixteen cuts per year (1 per month in March and November / 2 per month April, May, June, July, Aug, Sept and Oct) discussed and agreed by Cllrs, with the provisor that should additional cuts be required AB will authorise.</li> <li>▪ Cllrs agreed to the increase of £20 per cemetery grass cut as requested. Proposed: DO Seconded: GS Outcome: All Cllrs present voted unanimously in favour of the proposal with regards to the maintenance contract.</li> <li>▪ Memorial restoration. <ul style="list-style-type: none"> <li>- Thornham memorial to be reset. Notice in place with work to be completed in April if the owner does not contact AB.</li> <li>- Salmon memorial to be reset. Owners identified and the need for works confirmed.</li> <li>- Levelling up of graves to be considered in Autumn 23.</li> </ul> </li> <li>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Cemetery extension update provided following discussions with the landowner on 27.02.23 and 14.03.23. Further discussion planned 29.03.23.</li> </ul>	<p>AB</p> <p>AB</p>

2023/03/12	<p>Finance – to agree payments in accordance with the budget.</p> <ul style="list-style-type: none"> <li>Financial report for period ending 28<sup>th</sup> February 2023.</li> <li>To approve schedule of payments and payments requiring preauthorisation for payment</li> </ul>	
	<ul style="list-style-type: none"> <li>Financial report for February 2023 forwarded to Cllrs 02.03.23. SM review and sign off complete 14.03.23.</li> <li>Annual VAT 126 reclaim to be completed April 2023.</li> <li>Dog Springer Replacement for the Rocker Car Springer.</li> <li>Information to Cllrs 06.03.23 with regards to the broken spring. It was previously established the spring is no longer available for replacement.</li> <li>The cost of the springer from Streetscape is £965 plus VAT and installation – last year the new frog cost £875 plus VAT and installation.</li> <li>Previous quotes for a Springer were obtained as follows:- Kompan - £2,756 including VAT / Installation / Creative Play - £634 + £100 delivery + VAT + installation</li> <li>Due to the limitations on space, the previous quotes all being within 6 months and the excellent local service previously received Cllrs resolved to purchase the Streetscape Dog “Sit In “Spring Animal - £1365 + VAT installed. The Streetscene quote includes full / guaranteed installation and some new Safamat under the installation.</li> <li>Brickyard Signs – 2 have been removed by vandals. The BMX sign has been located and will be securely reinstalled. One new sign to be purchased.</li> <li>JP requested to complete a review of the February accounts.</li> <li>To approve schedule of payments for February 2023 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: GS Seconded: JP Outcome: All Councillors accepted and voted in favour of the above points.</p>	<p>AB</p> <p>AB</p> <p>JP</p>
2023/03/13	Newport Newsletter update	
	<ul style="list-style-type: none"> <li>The Spring edition is being finalised with publication planned by the end of the week.</li> <li>Information to be included with regards to King Charles III coronation events.</li> <li>Newport Parish Council update provided including information re the reduced precept demand for 2023/24.</li> <li>Cllrs requested to confirm availability for assisting with delivery</li> </ul>	<p>LC</p> <p>Cllrs</p>
	<p>Next Meeting: Tues 9<sup>th</sup> May 2023 – Newport Primary School at 7pm – Hall Entrance.</p> <p>Annual Parish Meeting 6pm</p> <p>Annual Council Meeting 7pm</p>	
	Meeting closed at 8.10pm	

#### Appendix 1 - Finance. Summary of payment and receipts – February (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.02.23	HSBC Banking Charges	£9.95	
27.02.23	NPC Clerk Business Line February - Giff Gaff	£6	
Payments made to be retrospectively authorised			
27.02.23	Meeting Expenses	£5.70	
27.02.23	P W Coates INV 137 Feb 23	£336	
28.02.23	HMRC - NI and Income Tax Ref 2311	£40.63	
28.02.23	Staff Salaries - February	£886.32	
Receipts to be noted			
06.02.23	Internment Plot		£270
17.02.23	Hortons - GERB Transfer and Internment		£760
20.02.23	J Gardiner - Memorial Permit		£110
22.02.23	SP Memorials - Memorial Permit x 2		£310
Payments requiring pre authorisation for payment			
	Kwik Kall - Fishing License Tickets and Poster	£54	
	Miles Alvarez - Flag Pole Clean	£30	
	JRB Enterprises - Dog Gloves	£330	
	The Sign Shed - 1 Replacement playground sign	£21.28	
	Streetscape - Replacement Springer Animal	£1365 +VAT	
	ERNLLCA - Annual Subscription	£692.14	
	S Goddard - Bus Shelter Cleaning 01.12.22 to 28.02.23	£96	
17.03.23	Microsoft 365 Renewal	£79.99	
	Scribe - Annual Account 01.04.23 - 12 months	£414.72	
	Jack Copeland - Spring Newsletter	£50	



### Newport Parish Council Meeting

**Date & Time:** Tuesday 7<sup>th</sup> February 2023 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) - Part, Cllr G Shields (GS), Cllr L Cressey (LC), A Barker – Clerk (AB).

**Not Present:** Cllr G Bate (GB), Cllr R Bate (RB), Cllr P Pettit (PP),

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

**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	
2023/02/01	To note apologies for absence	
	Cllr V Aitken (VA), Cllr J Preston (JP), Cllr J Lamming (JL),	
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.	
	Pecuniary: None Non-Pecuniary: Planning Application 23/00211/PLF – HR, SM, DO, SE, LC Market Weighton Canal Trail – GS / DO	
2023/02/03	To approve draft minutes of the Parish Council Meeting held on 10 <sup>th</sup> January 2023	
	Proposed: GS Seconded: LC Outcome: All Councillors in attendance at the meeting voted to approve the minutes. HR abstained as not present. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2023/02/04	Clerks Report including updates on action points / matters arising from the January Parish Council Meeting.	
	<ul style="list-style-type: none"> <li>January Parish Council Meeting. Summary provided to Cllrs 03.02.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> </ul>	
2023/02/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Update provided following the Teams meeting with Eleanor Woodroffe / Hayley Little - Humber Forest Project Officers on 06.02.23 (AB/GS) to discuss tree planting options and possibilities in the Newport Parish. Map provided with potential sites. Funding available for broad leaved native species via Trees for Climate. Two charity delivery partners will support the installation. Humber Forest will complete all archaeology and ecology checks / prepare a landowner agreement. The plan to be developed during the summer in time for the planting season in Autumn. Leaflet drop to inform and consult residents / landowners. Cllrs agreed to progress the project. GS will provide an update for the Newsletter.</li> <li>National Highways M62 Tree Planting – The preliminary design drawings are currently being prepared for this phase of the Northern Forest project, and will be shared before the end of March, following which detailed design and delivery funding will be sought for 2023/24.</li> <li>Market Weighton Canal Trail. GS update – Meeting completed last week. The project continues to make good progress. Final visuals will be available for the next Parish Council meeting.</li> <li>Newport Community Action Group. Meeting completed 18th January and update provided to Cllrs 03.02.23. Details of the ERYC King Charles III Coronation Fund previously provided. Any application is to be made via Newport Parish Council prior to 31.03.23. Plans for 2023 include the Beer Festival (October) Raft Race (August Bank Holiday) and Best of British Celebration / King Charles III Coronation Ball (6th May) in conjunction with other village groups.</li> <li>King Charles III Coronation weekend national schedule shared: <ul style="list-style-type: none"> <li>Saturday 6 May: Coronation service in Westminster Abbey; coronation procession; Buckingham Palace balcony</li> </ul> </li> </ul>	<div>GS</div> <div>LC / AB</div>



	<ul style="list-style-type: none"> <li>- Sunday 7 May: Concert and lightshow at Windsor Castle; Coronation Big Lunch Street parties</li> <li>- Monday 8 May: Extra bank holiday; Big Help Out encouraging people to get involved in local volunteering.</li> <li>▪ Market Weighton Canal Fishing Rights (EA). Marilyn Peckett (MP) –No further progress.</li> <li>▪ Newport Village Green and Play Area extension. MP has clarified with regards to the EA valuation, professional fees, and restrictions of use. Quotations obtained from local solicitors reviewed and legal representative appointment recommendation made.</li> </ul> <p>Proposed: LC Seconded: GS Outcome: All Councillors in attendance at the meeting voted to approve the appointment of Adam Waller / Graham and Rosen.</p> <ul style="list-style-type: none"> <li>▪ Application by Newport Parish Council to HM Land Registry for a small area of unregistered land to be registered in the name of Newport Parish Council. The application has been referred to a Land Registry Lawyer for final consideration. EA have until 21.02.23 to respond.</li> <li>▪ St Stephen's Church – Update previously provided to Cllrs.</li> </ul>	AB
2023/02/06	To consider planning applications received and note planning decisions.	
	<p>Update provided to Cllrs on 03.02.23.</p> <p>Planning Applications to consider at this meeting:</p> <ul style="list-style-type: none"> <li>▪ 23/00211/PLF Erection of a timber shed, toilet block and shower block associated with the campsite/agricultural use of the site (retrospective) Land North of Threeways Landing Lane (R Bate) 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>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>▪ 22/02043/STVAR 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> <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). Objected 19.12.22.</li> </ul>	AB

	<ul style="list-style-type: none"> <li>22/03013/STPLF Erection of building for use as storage/distribution with associated infrastructure including construction hard standing, erection of a sub-station, switch building, transformer compound and installation of treatment plant - Dianthus Business Park. Objected 11.01.23.</li> </ul> <p>Planning applications considered by the Parish Council since the last meeting:</p> <ul style="list-style-type: none"> <li>23/00160/PLF Increase in roof height to create first floor living accommodation and erection of a single storey rear extension. 68 Main Road (Greaves). Approved 03.02.23.</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Motorway Pond Fence Complaints and encroachment – Referral made to ERYC Planning Enforcement due to the size of the fence potentially exceeding the permitted limit, encroachment, and the height of the trees. Update from case officer Hannah Taylor shared with residents and Cllrs. Planning consent required for a fence exceeding 2m. Further information to be sent to the officer for consideration re the potential encroachment.</li> </ul>	
2023/02/07	Clerk and Councillor Training	
	<p>Training and events completed.</p> <ul style="list-style-type: none"> <li>ERNLLCA – Annual Parish Meetings 11.01.23 (AB – Free)</li> <li>Scribe – Preparing for the New Financial Year 16.01.23 / Preparing for the Year End 25.01.23 (AB – Free)</li> </ul> <p>Training and events scheduled in the next month.</p> <ul style="list-style-type: none"> <li>ERNLLCA – Annual Council Meeting 08.02.23 / Clerks Chat 28.02.23 / Recission Notices 08.03.23 (AB – Free)</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>ERNLLCA – Schedule of courses available confirmed - Email 23.01.23 and Newsletter to Cllrs 27.01.23.</li> <li>Scribe – Various courses available.</li> </ul>	
2023/02/08	Committee and Working Party Update	
	<p>Events Working Party</p> <ul style="list-style-type: none"> <li>Christmas 2022 and 2023 planning.</li> <li>Costings for 2022 versus the budget shared with Cllrs.</li> <li>Information provided previously by AB with regards to Blanchere Illumination, Brough (Rented - Lite) and South Cave lights (Purchased).</li> <li>Cllrs resolved to consider at the next meeting whether a small number of streetlight mounted illuminations should be purchased and potential locations.</li> </ul>	Cllrs
	<ul style="list-style-type: none"> <li>David Reaney ERYC - meeting planned for April 23 to discuss potential street light installations.</li> <li>Annual Review date for Clerk agreed for Mon 27<sup>th</sup> March 2023 at 4.30pm. Newport School. Personnel Committee members to be invited to attend. (GS, DO, LC and RB. SM reserve).</li> <li>Further Key Projects 2023/24 to be considered by Cllrs</li> </ul>	Cllrs/AB
2023/02/09	Policies and Procedures for review and approval / Review of Parish Council Meeting frequency	
	<p>Cllrs received the following documents provided by email on 31.01.23 for review.</p> <ul style="list-style-type: none"> <li>Internal Control System – Deferred until the March meeting to allow for ERNLLCA guidance to be obtained re frequency of meetings.</li> <li>Risk Assessment – No updates</li> </ul>	AB



	remaining equipment. Correspondence with Jake Wilde and Josh Forster discussed.	
2023/02/11	Burials / Cemetery <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>▪ Burial Clerk financial information included in the Parish Council accounts.</li> <li>▪ Cemetery extension update provided following discussions with the landowner on 06.02.23. Further contact to be made w/c 27.02.23 to arrange a meeting of interested parties.</li> <li>▪ AB to meet with CY in early March to review the operation of the Closed Churchyard / Cemetery and discuss the maintenance contracts. To consider the number of Cemetery grass cuts per season for the past 2 years and consider the requirements moving forward. AB to provide an update at the March meeting.</li> </ul>	AB  AB / CY
2023/02/12	Finance – to agree payments in accordance with the budget. <ul style="list-style-type: none"> <li>▪ Financial report for period ending 31<sup>st</sup> January 2023.</li> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Financial report for January 2023 forwarded to Cllrs 01.02.23. SM review and sign off complete 07.02.23.</li> <li>▪ JP requested to complete a review of the January accounts.</li> <li>▪ Scribe – Invoice for 2023/24 received - £345.60 Plus VAT (2022/23 £288+ VAT) – Increase of 20% approved.</li> <li>▪ To approve schedule of payments for January 2023 and payments requiring preauthorisation for payment– See appendix 1 and information below.</li> </ul> Cllrs resolved to approve the accounts, schedule of payments and proposed expenditure. Proposed: GS Seconded: LC Outcome: All Councillors accepted and voted in favour of the above points.	JP
2023/02/13	Newport Newsletter update	
	<ul style="list-style-type: none"> <li>▪ The Spring edition will feature GB and RB. Scheduled for 5th March 2023.</li> <li>▪ Newport Parish Council update to be provided including information re the reduced precept demand for 2023/24.</li> <li>▪ The main story of this edition will be: ‘How Newport School Has Saved Energy This Winter’ with other items including Lynda Kenny’s retirement, Newport Action Group (NAGs) Best of British Celebration / Coronation Ball and Raft Race, Methodist Church update, local health information and tree planting.</li> <li>▪ Submission deadline for articles - 24th of February</li> </ul>	AB
	Next Meeting: Tues 14 <sup>th</sup> March 2023 – Newport Primary School at 7pm – Hall Entrance.	
	Meeting closed at 8.20pm	

## Appendix 1 - Finance. Summary of payment and receipts – January (HSBC Community Account)

### Receipts and payments January 2023 Community Account

Payments made pre authorised			
	Description	Payment Made	Receipts
	HSBC Banking Charges	£9.95	
	Hampshire Flag Company	£160.98	
	Printer Ink - Amazon	£50.98	
	Goole Go Far - Donation	£200.00	
	Glasdon - Litter Bin	£257.05	
	NPC Clerk Business Line January - Giff Gaff	£6	
Payments made to be retrospectively authorised			
	Kennings Grit Salt	£33	
	Grounds Maintenance	£722	
	HMRC - NI and Income Tax Ref 2310	£39.63	
	Staff Salaries - Jan 23	£882.35	
Receipts to be noted			
	Hortons - Cemetery Fee		£245
	Newsletter Sponsors		£60
	Total	£2,361.94	£305.00



### Newport Parish Council Meeting

**Date & Time:** Tuesday 10<sup>th</sup> January 2023 at 7pm

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

**Present:** Cllr S Mansell – Chairperson (SM), Cllr D O’Connell (DO), Cllr S Elliott (SE), Cllr G Shields (GS), Cllr G Bate (GB), Cllr R Bate (RB), Cllr P Pettit (PP), Cllr L Cressey (LC), A Barker – Clerk (AB),

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

PP and VA joined the meeting during agenda item 2023 01 06.

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. ERYC are meeting 11.01.23 to set the Council Tax amount for 23/24. Any increase is limited to 4.99% (including 2% for Adult Social Care) without the requirement for a referendum. This would add a further £1.36 per week for a property in Band D. A motion to ask the police to enforce Section 42 of the Road	

Signed as a True and Accurate Record by the Chairperson ..... Date .....  
Page Ref: NPC

	Traffic Act re idling cars is being considered. Pothole management is part of a managed decline strategy for the road network.	
2023/01/01	To note apologies for absence	
	Cllr H Robinson (HR), Cllr J Preston (JP), Cllr J Lamming (JL), C Young (CY),	
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.	
	Pecuniary: None Non-Pecuniary: Market Weighton Canal Trail – DO / GS	
2023/01/03	To approve draft minutes of the Parish Council Meeting held on 13 <sup>th</sup> December 2022	
	Proposed: GS Seconded: SE Outcome: All Councillors in attendance at the meeting voted to approve the minutes. LC abstained as not present. PP was not present at this point in the meeting. SM signed and dated each page of the minutes to confirm them as a true record of the meeting.	
2023/01/04	Clerks Report including updates on action points / matters arising from the December Parish Council Meeting.	
	<ul style="list-style-type: none"> <li>December Parish Council Meeting. Summary provided to Cllrs 05.01.23 to confirm the actions taken / matters arising from the previous meeting and the outstanding actions to be addressed.</li> </ul>	
2023/01/05	Newport Parish Community Projects and Parish Matters	
	<ul style="list-style-type: none"> <li>Market Weighton Canal Trail. GS update – The signage is progressing well with work starting on the Sodhouse Lock and Newport signs. One of the panels will be installed by the Canal Bridge along with a circular seat. Text and imagery information provided which will be available on the website. GS to circulate the information to Cllrs in a PDF. GS left the meeting after providing the update.</li> <li>Newport Community Action Group. The next meeting of the group is scheduled for 18<sup>th</sup> January. SE and LC will attend as Parish Council representatives. The bank account for the group is being finalised. A further update to be provided at the February meeting with regards to plans for 2023 including the Raft Race (August Bank Holiday) and King Charles III Coronation Ball (6th May) in conjunction with other village groups.</li> <li>Market Weighton Canal Fishing Rights (EA). Marilyn Peckett (MP) – Update 04.01.23 – No further progress. Further enquiries to be made.</li> <li>Newport Village Green and Play Area extension proposal. MP – Heads of Terms received 10.01.23 and shared with Cllrs. AB to clarify with regards to the valuation, professional fees, restrictions of use and seek quotations for legal representation. Information provided with regards to the professional fees incurred for the previous purchase of land at the play area.</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 is progressing. All outstanding requirements addressed including an Initial search application sent 10.01.23 with £1 fee.</li> <li>National Highways M62 Tree Planting – Yorkshire and Humber Drainage Board information provided 14.12.22</li> </ul>	<div>GS</div> <div>LC/SE</div> <div>AB</div> <div>AB</div>
2023/01/06	To consider planning applications received and note planning decisions.	
	Update provided to Cllrs on 05.01.23. Planning Applications to consider at this meeting: <ul style="list-style-type: none"> <li>22/03013/STPLF Erection of building for use as storage/distribution with associated infrastructure including construction hard standing, erection of a sub-station, switch building, transformer compound and installation of</li> </ul>	

	<p>treatment plant - Dianthus Business Park. Cllrs resolved to object to the application as no flood risk assessment has been completed and the impact of the additional traffic as per the submission made on the 20.07.22 for this business.</p> <p>Planning decisions confirmed by ERYC 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 19.12.22.</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>22/02043/STVAR 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>22/02043/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). Objected 19.12.22.</li> </ul> <p>Other Planning Matters</p> <ul style="list-style-type: none"> <li>Motorway Pond Fence Complaints – Referral made to ERYC Planning Enforcement as the size exceeds the permitted limit, encroachment, and the height of the trees. Case officer Hannah Taylor confirmed 10.01.23</li> </ul>	AB
2023/01/07	Clerk and Councillor Training	
	<p>Training and events completed – N/A</p> <p>Training and events scheduled in the next month.</p> <ul style="list-style-type: none"> <li>ERNLLCA – Annual Parish Meetings 11.01.23 (AB – Free)</li> <li>Scribe – Preparing for the New Financial Year 16.01.23 / Preparing for the Year End 25.01.23 (AB – Free)</li> </ul> <p>Training and events available</p> <ul style="list-style-type: none"> <li>ERNLLCA – Schedule of courses available confirmed - Email 09.01.23.</li> <li>Scribe – Various courses available.</li> </ul>	
2023/01/08	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>Favourable feedback received re the Christmas Event. LC to forward the information with regards to the comparative quotations from the other potential suppliers. SE is keen to install more Christmas lights in Newport. Cllrs to research costings.</li> <li>Do it for East Yorkshire Community Grant potential grant for the Raft Race in 2023. GS completed an ERYC enquiry. Advised not eligible.</li> </ul> </li> </ul>	LC. Cllrs

	<ul style="list-style-type: none"> <li>Further Key Projects 2023/24 to be considered by Cllrs for discussion at the February 2023 meeting including Christmas Planning.</li> </ul>	
2023/01/09	Policies and Procedures for review and approval	
	<p>Cllrs received the following documents provided by email on 03.01.23 for review.</p> <ul style="list-style-type: none"> <li>Equality Policy – Point 6.1 to be updated. Words “Have responsibility” to be replaced by “make recommendations to the full council”.</li> </ul> <p>Proposed: RB Seconded: LC Outcome: All Cllrs present voted in favour of the proposal</p> <ul style="list-style-type: none"> <li>Privacy Notice for residents and members of the public – no update proposed.</li> <li>Privacy Notice for staff, Cllrs, and Role Holders – no update proposed.</li> <li>Consent Form – no update proposed.</li> <li>DPA Policy – Addendum to be added to confirm that the Electoral Roll will be used to support Cllr election submissions.</li> <li>Covid guidance – To archive.</li> </ul> <p>Proposed: PP Seconded: RB Outcome: All Cllrs present voted in favour of the proposals. AB to upload the documents to the website.</p> <ul style="list-style-type: none"> <li>SM asked Cllrs to consider prior to the February meeting the frequency of meetings and whether the schedule of meetings could be reduced. Currently the Council meets 11 times per year (Excluding August).</li> </ul>	<p>AB</p> <p>AB</p> <p>AB</p> <p>Cllrs</p>
2023/01/10	Cllr updates and correspondence received for action and to note including the Gilberdyke and Newport Landfill site	
	<p>Village Inspection completed 04.01.23 – Approved actions.</p> <ul style="list-style-type: none"> <li>White De-icing salt required to refill the Newport Computers and Cemetery boxes. Kennings building supplies at Gilberdyke have 20 kg bags at £2.75 plus vat. 10 bags to be ordered.</li> <li>New Litter Bin new required to replace the Main Rd / Play area. Glasdon selected as the supplier from the 3 quotes provided.</li> <li>Play Area Trees – To thin out / reduce the height to 8m.</li> <li>Meadow Lane Union Jack flag – New flag to be purchased for the Coronation.</li> <li>Meadow Lane Xmas Tree anchor to be repaired. The Christmas tree mounting needs chopping out and a new tube fitting and re concreting 1mtr x 1mtr. Quote to be obtained.</li> <li>Vandalism to the Main Road Canal Bridge Planters. Only to be tidied up as the bulbs are coming through and we will be planting the spring / summer plants shortly.</li> <li>Goole Go Far Donation request. Details provided of the passenger numbers and the Medi bus service to Cllrs 19.12.22. Cllrs approved a donation of £200. The service to be publicised via the Website / Facebook.</li> <li>Donation of Oak Saplings. Complaint acknowledged 03.01.23. AB to contact the resident, confirm the detail of the investigation and resolve.</li> </ul> <p>Outstanding actions previously reported (including via the taskforce survey 12 Dec)</p>	<p>AB</p> <p>AB / PP</p> <p>AB</p>





	<ul style="list-style-type: none"> <li>LC to share the Newsletter Editor job description with AB for storage.</li> <li>LC to contact the Advertiser with an outstanding invoice.</li> <li>The Spring edition will feature GB and RB. Scheduled for the end of March.</li> </ul>	LC LC
	Next Meeting: Tues 7 <sup>th</sup> February 2023– Newport Primary School at 7pm – Hall Entrance.	
	Meeting closed at 8.18pm	

#### Appendix 1 - Finance. Summary of payment and receipts – December (HSBC Community Account)

Payments made pre authorised			
Date	Description	Payment Made	Receipts
08.12.22	Lodge Landscapes - Christmas Trees	£780	
12.12.12	HSBC Banking Charges	£12.00	
26.12.22	NPC Clerk Business Line December - Giff Gaff	£6	
19 to 26.12.22	Transfer to Nationwide Savings Acc (7)	£20,000	
Payments made to be retrospectively authorised			
02.12.22	ITSL Sound and Light	£1,857	
07.12.22	ICO - DPA Renewal	£35	
08.12.22	S Goddard - Bus Shelter Cleaning to 31.11.22	£96	
12.12.22	Post Haste Printers - November Newsletter	£140	
29.12.22	P W Coates INV 135 Total Dec 22	£713	
30.12.22	HMRC - NI and Income Tax Dec 22	£39.63	
30.12.22	Staff Salaries - Dec 22	£881.92	
Receipts to be noted			
14.12.22	Newsletter Sponsor		£30.00
22.12.22	Internment / GERB Fees		£760.00
Payments pre authorised for payment at this meeting			
	Goole Go Far donation	£200	
	Hampshire Flag Company - Union Jack	£142.40 Plus VAT	
	Main Road Litter Bin – Glasdon	£259.39 Plus VAT	
	Amazon Printer Ink x 2	£42.48 Plus VAT	
	Main Road Play Area Trees	£120	
	White De-icing salt	£27.50 Plus VAT	