



Email: clerk@newportpc.org.uk

Minutes of an Annual Council meeting of Newport Parish Council

Minutes of the meeting held on 13th May 2025 in Newport Primary School.

Members Present: Cllr S Mansell – Chair, Cllr H Robinson – Vice Chair, Cllr O’Connell, Cllr G Bate, Cllr Cressey, Cllr Elliott, Cllr Pettit, Cllr R Bate, Cllr Lamming

Meeting Clerk: Alan Barker

Others in attendance: None

Public participation

A period of up to 15 minutes for members of the public to make statements or ask questions about business on the agenda. Each member of the public may only speak once and for no longer than 3 minutes.

Minutes

2025/05/01	The following Members were absent from the meeting: Cllr Shields, Cllr Preston, ERYC Cllr V Aitken RESOLVED: reason for absence agreed.	
2025/05/02	Election of Chair and Vice Chair of the Council and acceptance of office. Cllr Elliott proposed, seconded by Cllr G Bate that Cllr Mansell be requested to undertake the post of Chair for the next 12 months. Cllr Cressey proposed, seconded by Cllr G Bate that Cllr Robinson be requested to undertake the post of Vice Chair for the next 12 months. Resolved: All Councillors voted in favour of the appointments. Acceptances of office to be submitted to ERYC Democratic Services and added to the Newport Parish website.	AB
2025/05/03	Declarations of interest The following declarations of Interest were made. Non-Pecuniary - St Stephens Church / Gilberdyke and Newport Men in Sheds – Cllr Cressey. A dispensation application agreed for Cllr Cressey to provide updates.	
2025/05/04	To receive the Chairman’s annual report. Lead Officer – Cllr S Mansell. Cllr Mansell presented the Annual Report to the Annual Parish Meeting, and it is reproduced in Appendix 1.	
2025/05/05	Annual Accounts and Internal Auditors Report. To consider and approve the Annual Governance Statement 2024/25. The Parish Cllrs received by E Mail on 06.05.25 the Annual Return Assertions Proforma, along with the report to Cllrs produced by the Internal Auditor (B Brookes) and the Annual Governance and Accountability Return 2024/25. Review of the effectiveness of the system of internal control completed. Cllr Pettit proposed, seconded by Cllr Lamming that the Annual Internal Auditors report should be received and noted along with the system of internal control before approving the Annual Governance Statement and Annual accounts 2024/25. Resolved: The Annual Internal	

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	Auditors report received and noted along with the system of internal control before approving the Annual Governance Statement 2024/25.	AB
2025/05/06	Approval of the Annual Accounting Statement 2024/25. Review of the Annual Accounting Statement including supporting documentation completed. Cllr Cressey proposed, seconded by Cllr Elliott that the Annual Accounting Statements 2024/25 and the period of public rights be approved. Resolved: The Annual Accounting Statements 2024/25 and the period of public rights approved. The dates set for the period of exercise of public rights commences on 3rd June 2025 and ends on 14th July 2025. During this period the Annual Governance Statement and Accounting Statements for 2024/25 will be available to view on the Parish noticeboards and the website.	AB
2025/05/07	Minutes of the meeting held on 11th March 2025. Cllr Robinson proposed, seconded by Cllr G Bate that the minutes be accepted as a true and accurate record of the meeting. RESOLVED: The minutes approved as a true and accurate record.	AB
2025/05/08	Receipt of the last minutes of the Personnel Working Party. Consideration of the recommendations, delegation arrangements and terms of reference of the committees and working parties. To receive and note the following Working Group minutes. ▪ Personnel Working Party meeting held 25.03.25. Consideration of the recommendations, delegation arrangements and terms of reference of the Personnel Working Party completed. ▪ Christmas Lights 2024 and 2025 (Events Working Party). The increased number of lamp post motifs ratified. Cllrs approved the recommendation to take no further action with regards to the outstanding invoice and information from Interactive Grottos. ▪ VE Day 80th Anniversary Thursday 8th May 2025 update. Cllrs considered and approved the ERYC grant claim submission which will include the purchase of VJ 80 Day lamp post motifs with the balance of the grant funds to commemorate VJ 80 Day on 15th August. ▪ Cllr G Bate proposed, seconded by Cllr Lamming that the planned actions and expenditure be approved for the Christmas Lights 2025 / Christmas 2024 and the VE / VJ Day 80 expenditure be ratified. RESOLVED: The planned expenditure and actions approved for the Christmas Lights 2025 of circa £5,000 / Christmas 2024 and the revised VE and VJ Day 80 expenditure ratified.	AB
2025/05/09	To consider and approve the appointment of members to existing committees and working groups. Cllrs reviewed 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. ▪ Personnel Committee – Cllr Shields, Cllr O’Connell, Cllr R Bate, Cllr Mansell. Chair – Cllr Shields, ▪ Burial Working Group – Cllr R Bate, Cllr Pettit, Cllr Elliot, Cllr Cressey ▪ Events Working Group – Cllr Cressey, Cllr O’Connell, Cllr Elliot, Cllr Lamming, Cllr Pettit. ▪ Finance Working Group – Cllr R Bate, Cllr Shields, Cllr G Bate, Cllr Preston. ▪ Social Media Working Group – Cllr Pettit, Cllr Preston, Cllr O’Connell. ▪ Play Area Development Working Group – Cllr O’Connell, Cllr Robinson, Cllr Elliot, Cllr Shields, Cllr Mansell.	

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	Cllr R Bate proposed, seconded by Cllr G Bate, that the membership of the existing committees and working groups be updated as above. RESOLVED: The membership of the existing committees and working groups updated.	
2025/05/10	To consider and approve the appointment of any new committees in accordance with standing order 4. No changes to the personnel committee or working parties proposed. Next review of the composition of the committees and working parties to be completed at the Annual Council Meeting May 2026	
2025/05/11	To consider, review and adopt appropriate standing orders and financial regulations; Cllrs received the following documents by email on 06.05.25 review. Cllr R Bate proposed, seconded by Cllr Pettit that the updated Financial Regulations and Standing Orders be adopted. RESOLVED: The updated Financial Regulations and Standing Orders adopted.	AB
2025/05/12	Finances –To consider and approve payments and income for the period in accordance with the budget. To consider and approve the bank reconciliation. - Financial report for March and April 2025. - To approve schedule of payments and payments requiring preauthorisation for payment, including the clerk's hours worked. - Newport Cemetery Maintenance - Transfer of £2,500. Cllr Elliott proposed, seconded by Cllr O'Connell that the accounts be ratified and the expenditure be approved. RESOLVED: Cllrs approved all actions and payments as detailed.	AB
2025/05/13	To consider and approve any arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities; Environment Agency Fishing Rights. No changes proposed.	
2025/05/14	To consider and approve representation on or work with external bodies and arrangements for reporting back; External bodies include ERYC, East Riding Local Councils Network, NALC, ICCM, ICO, Newport and Gilberdyke Parish Councils working group, St Stephens Church and ERNLLCA. HR to continue as the ERNLLCA representative. Cllr R Bate proposed, seconded by Cllr Cressey that the representation on or work with external bodies and arrangements for reporting back be updated. RESOLVED: Cllrs approved the updates as detailed	
2025/05/15	To consider and approve the inventory of land and assets including buildings and office equipment; Asset register updated 31.03.25 and formally signed off by Cllr Mansell 13.05.25. Updated version included with the Annual Audit. Asset register and Registry of Land to be added to the website. Cllr Pettit proposed, seconded by Cllr Robinson that the land and asset registry be approved. RESOLVED The land and asset registry be approved.	AB
2025/05/16	Confirmation of arrangements for insurance cover in respect of all insured risks; Review of the Insurance cover completed July 2024. Risk Assessment and Management along with the Financial Risk Assessment updated annually and included with the annual audit documentation. No changes proposed.	
2025/05/17	To consider and approve the council's and/or staff subscriptions to other bodies; Information provided with no changes proposed. Cllr Robinson proposed, seconded by Cllr G Bate to renew the ERNLLCA subscription. RESOLVED: To renew the ERNLLCA subscription.	AB

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2025/05/18	To consider and review the council's complaints procedure, Health and Safety Policy and Anti-Harassment and Bullying Policy. Confirmation of all policies and procedures as per the Newport Parish Council website. Cllr O'Connell proposed, seconded by Cllr Cressey that the Complaints and Health and Safety policies be renewed with no changes and the Anti-Harassment and Bullying Policy be adopted RESOLVED: The Complaints and Health and Safety policies renewed with no changes and the Anti-Harassment and Bullying Policy adopted.	AB
2025/05/19	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council. 13th January 2026, 9th March 2026, 12th May 2026, 14th July 2026, 8th September 2026, 10th November 2026. Cllr Robinson proposed, seconded by Cllr G Bate that the proposed dates be approved. RESOLVED: The Council Meeting dates approved.	AB
2025/05/20	To consider planning applications received and note planning decisions. Lead Officer - A Barker. Supporting documents provided via meeting papers link – Ref 2025 05 20 and https://newportpc.org.uk/planning-applications/ ▪ Brickworks Land YEA14645 Land Charges Search application ▪ Village Green YEA111503. Land Charges Search application In respect of both applications Cllr R Bate proposed, seconded by Cllr Robinson that an application be submitted to HM Land Registry (Form K15) to support the application for registration and proof of title RESOLVED: Cllrs resolved to approve both applications and payment of the fees (£28 and £14)	AB
2025/05/21	Cllr and Clerk updates and correspondence received for action and to note. Newport Village Hall Trusteeship. Cllr O'Connell confirmed there is lots of interest in the project. The current systems in place need to be updated. Further update to be provided at the July meeting. Village Inspection and Anti-Social behaviour at the Brickyard Pond / Play area. A Barker provided an update. See also the updated provided by Humberside Police and Emily Clements at the Annual Parish Meeting. Newport Village Green and Play Area extension including Grant application update. Cllrs to approve the payment schedule to Team Sport and Play and transfer of monies from the Nationwide to HSBC account to facilitate payments prior to receipt of the grant payment from FCC Communities and Do it for East Yorkshire. Cllr Elliott proposed, seconded by Cllr O'Connell that the deposit payment of £12,052.32 by cheque be made to Team Sport and Play and a withdrawal application from Nationwide of £50,0000 be approved. RESOLVED: Cllrs approved the deposit payment of £12,052.32 by cheque to Team Sport and Play and a withdrawal application of £50,0000 from the Nationwide. St Stephens Church, Newport and Gilberdyke Parish Councils working group. Cllr Cressey confirmed that the St Stephens Church AGM details and the next meeting of the Newport and Gilberdyke Parish Councils working group will be published shortly. Main Road Parking / Road Access / Londis Parking Restriction. A Barker shared details of correspondence with Emily Mounsor ERYC Senior Engineer	DO AB LC

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	Traffic Management. Following feedback from residents' further information requested. Clerk and Councillor Training update. A Barker encouraged Cllrs to participate in the training available via ERNLLCA. Gov.uk website. A Barker provided further information following attendance at the Parish Helper webinar on the 9th April 2025. Cllrs resolved to take no further action at this time. Burials / Cemetery Update. A Barker provided an update with regards to cemetery matters, including Finance, Cemetery ground conditions (Ref Extension) Newport Newsletter – March 2025. Next newsletter to be planned in September for November / December distribution by the Post Office. Supporting Document https://newportpc.org.uk/newport-parish-council/	LC
2025/05/22	Agenda items of a confidential nature. Maintenance contract review & Review of clerk's terms and conditions. To consider resolving to exclude the press and public for consideration of the next items due to the confidential nature or special reason of the business about to be transacted. Cllr Elliott proposed, seconded by Cllr O'Connell that the revised terms requested by the contractor be approved. No changes to the clerk's terms and conditions proposed. RESOLVED: Cllrs resolved to approve the revised terms requested by the contractor. No changes to the clerk's terms and conditions	
2025/05/23	RESOLVED: Noted that the next meeting scheduled meeting of Newport Parish Council will be held on 8th July 2025, commencing at 7pm, in the Newport Primary School.	

Appendix 1 – Newport Parish Council Chairs Annual Report 2024-2025

Good evening and thank you all for attending.

I'm pleased to report that the Parish Council remains fully constituted, and we've maintained good continuity with our team of councillors. All scheduled Parish Council meetings have taken place over the past year, with full council meetings held bi-monthly.

Alan, our Parish Clerk, continues to provide excellent support by circulating weekly updates to councillors, including any planning matters. Alan ensures the required notice for our meetings is published via the parish noticeboard (near Londis) and our website.

Since May 2024, we have been consulted on 15 planning applications. The Parish Council objected to 2, approved 13.

Our monthly finances are audited by one of our parish councillors, who works professionally in finance (thank you Councillor Preston), and are signed off by me as Chair on a bi-monthly basis. In addition, they are subject to internal and external audit annually to ensure full compliance. This year, we have invested parish funds in several areas including dog bin consumables, festive lights, bus shelter maintenance, Christmas trees, and Remembrance Day.

During 2024/25, we awarded grants to several local organisations, including Newport Primary School to purchase materials for the work being completed by the Community Payback team and the Goole Go Far bus service to support the work of this essential bus service.

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The work on the Methodist Church Memorial Clock has been completed thanks to the grant from the Community Ownership Fund. Thank you to Councillor Bates for overseeing the work.

For VE 80 day, we secured a small grant from ERYC to support commemorative activities. A flag has been raised in the village and Newport Primary School held an Evacuee Event last week, with the staff and children dressing in red, white and blue colours and serving afternoon tea. A huge thank you to Councillor O'Connell for organising this event.

Due to careful financial planning, for the third year running, the Parish Council did not increase its precept, in recognition of the pressures on household finances. Unfortunately, East Riding Council has continued to increase its portion of council tax to meet its costs. We are excited to see what our new Mayor Luke Campbell will bring to the combined authorities of East Riding and Hull through the devolution deal.

A key long-term focus remains the improvement of the Main Road Play Area. As confirmed in the last Parish update the land is now wholly owned by Newport Parish Council. For 2025/26, around £50,000 (Plus VAT) has been allocated to install new equipment, funded by Newport Parish Council and grants from the FCC Communities Fund and ERYC Do it for East Yorkshire. To clarify the money secured via grants is specifically for the development of an expanded inclusive play space and cannot legally be spent any other way. On social media a small number of parishioners suggested the whole amount should be donated to Goole Hospital, however, this is not an option for the grant funding, and we are pleased to be contributing to developing safe places for our local children to play and thrive.

Grass cutting around the village and churchyard has continued, and we are proud to support our environment through regular maintenance. We were also pleased to welcome again the services of the Community Payback team, who carried out valuable painting and general maintenance work in the village.

The Parish Council also continues to work with the Market Weighton Canal Trail project and is committed to maintaining the information boards, fingerposts, and picnic table as part of our contribution to this valued local amenity.

We continue to communicate messages on the Parish board (near Londis), through our website, social media and our door-to-door newsletters. Thank you to Councillor Cressey and Councillor Pettit for your support in organising these communications, and to Councillors for posting the newsletters especially to Councillors Lamming and Councillor Robinson who must have walked miles!

As always, I want to thank all our councillors for their continued commitment, our Councillors are all volunteers, who give their time freely and are committed to supporting our community. In addition, the Councillors would like to publicly thank Alan, whose dedication behind the scenes keeps everything running smoothly.

Finally, I would like to encourage more residents to attend our Parish Council meetings, even if only for the open session. It's a valuable opportunity to share your ideas and aspirations for a better village, and we would welcome your voices.

Meeting started 7pm and closed 8.10pm

Published on 19th May 2025 - Draft.

To be completed by the person presiding at the meeting where the minutes are adopted.

Signed: 

Print Name: M. ROBINSON

Print Position: VICE CHAIR.

Date: 8/7/25

Initial: H.R.

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