

Initial:

2025/09/04	Newport Parish Community Projects and Parish Matters. Brickyard Play Area Tree Planting. Cllrs received the update from Cllr Shields. Further planting of approx. 40 trees / associated costs to be considered by Cllrs at the November meeting. Community Payback Tasks – Autumn 25 Cllr O’Connell confirmed that the team have completed work at Newport Primary School and Village Hall during the summer holidays. Request to be made for support to be provided as follows: - Reclaim the pavement along Thimblehall Lane. St Stephens Churchyard – Cut hedges, clear footpaths and tidy up the area adjacent to the Lyche gate. Strim the Cemetery access road. Paint the MWCT street furniture. Fill and paint the Londis black railings. Paint the 3 grey bus shelters. Paint the 3 seats at the Main Road Play Area. Village Sign Main Road (East) – Cllrs noted the planned work. Wallingfen Methodist Church – Nomination as an ERYC Community Asset. Cllr R Bate proposed, seconded by Cllr Robinson that the Wallingfen Methodist Church be nominated as an ERYC Asset of Community value. RESOLVED: The nomination approved, and A Barker authorised to contact N Wright to confirm the required information and submit the nomination.	AB AB
2025/09/05	To consider planning applications received and note planning decisions. Supporting documents available via meeting papers information 2025 07 05 and https://newportpc.org.uk/planning-applications/ No further actions required. Lead Officer - A Barker.	
2025/09/06	Clerk and Councillor Training update. ▪ ERNLLCA AGM 24.09.25. A Barker attending. ▪ ERNLLCA Conference 21.10.25. Cllr O’Connell attending. Cllr R Bate asked if Cllrs would also approve his attendance (A Barker to provide further information re the event). R Bate to confirm whether he wishes to attend prior to a reservation and payment. ▪ Misuse of social media for Cllrs – 29.10.25 – G Bate – Approved. ▪ Scribefest 09.10.25. Cllrs to advise A Barker if they wish to attend. Cllr Pettit proposed, seconded by Cllr Lamming that Cllr G Bate attend the Misuse of social media for Cllrs training and Cllr R Bate may attend the ERNLLCA conference (Subject to requesting a reservation via A Barker. RESOLVED: The nomination and expenditure approved.	RB/AB GB/AB
2025/09/07	Working Party Update. Christmas Lights 2025 (Events Working Party). ▪ Cllrs Cressey and Lamming to confirm the following with Interactive Grottos (Jack Hanson) - 3 new motifs in addition to the existing 5 to be installed. - Ice lighting over the bridge, confirm the number of individual lights and wattage of each strip of lights. - Confirmation in writing, by a qualified electrician that both the equipment and the installation comply with the requirements of the 17th Edition (18th Edition in 2019) of the IEE Regulations and the ILP Guide 06. - Request the Public liability certificate, Risk / Health and Safety assessment. - Installation date – Last week of November 2025.	LC/JL

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	- Lights to be switched off and removed Friday 02.01.26. ▪ Lights to be switched on Friday 28.11.25 at 6.30pm. ▪ Carol signing by Newport Primary School from 6pm. ▪ 2 Christmas trees to be purchased from Lodge Landscapes. ▪ Tree installation and removal to be completed by P Coates. Any new lights required to be purchased. ▪ Lighting and Sound Installation to complete the inspection of the electric supply. ▪ Cllr O'Connell will arrange Santa and the Sound System. A Barker will provide sweets for Santa to distribute. Cllr Elliott proposed, seconded by Cllr Pettit that plan of action detailed above including expenditure be approved RESOLVED: The plan of action and expenditure approved.	
2025/09/08	Policies and Procedures for review and approval Cllrs reviewed the council's Working Groups Protocol and Biodiversity Policy as per the Newport Parish Council website. Cllr R Bate requested to complete an update to the biodiversity policy and present further information to the November meeting prior to approval. Cllr Shields proposed, seconded by Cllr Pettit that the Working Groups Protocols be renewed with no changes. RESOLVED: The policy renewed with no changes	RB AB
2025/09/09	Cllr and Clerk updates and correspondence received for action and to note. Play Area – Cllrs resolved not to move the MWCT table from CSW to the play area. Cllrs to consider the need for further seats / tables at the March 2026 meeting. Residents' concerns received by Cllr Lamming re the number of Waste Bins on the Main Road, Dogs being exercised / barking at the Blackthorn Close Amenity Area and noise from individuals leaving the Jolly Sailor. Cllrs considered and confirmed that anti-social behaviour or requests for further waste bins should be referred to ERYC. Newport ERYC entrance sign. Damage reported to ERYC Ref RS740783767 Newport Village Hall Trusteeship. Cllr O'Connell confirmed that 5 trustees are currently being registered. 15 additional volunteers have been recruited for various roles including managing the defibrillator. Formal hand over will take place on 03.11.25. Cllr Preston will be the Treasurer. Grants are being sought for projects to improve the toilets, install solar panels, the heating and the alarm. Cllrs to note. Gov.uk website. Paragraph 1.47 to 1.54 (Assertion 10 2025/26). A Barker provided information with regards to the Navigating Assertion 10 webinar attended 09.09.25 and further research completed. Email management, website domain compliance, Data protection and GDPR compliance, IT and Privacy Policies, Web Accessibility, Freedom of Information and the Transparency Code. Cllr Mansell proposed, seconded by Cllr Shields that the Website accessibility statement and Privacy Policy be updated, and that a newportpc.gov.uk domain name be purchased (Max expenditure £200) with the need to transition to a gov.uk domain and emails reviewed in March 2026. A Barker to consult with the current website provider with regards to improving the accessibility score. RESOLVED: Cllrs approved the actions as detailed.	AB

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2025/09/10	Burials / Cemetery. A Barker provided an update with regards to cemetery matters, including Finance. Complaint – REF ERB 561. Previous Ref 2025 01 11. Cllrs noted the complaint made and response provided by Cllr Mansell. Memorial Inspection schedule. A Barker provided further information with regards to the planned schedule and actions taken to make memorials safe. Work commenced in July 2025 with a timescale of up to 12 months. Progress to date: - Sections A-F inspected. - 35 – 17% rated as category 1 (Require attention). B23 repaired. 34 have no current living owner but have been staked and banded with a request for relatives to make contact. - 33 – 16% rated as category 2 (Monitor and reinspect in 12 months) - 203 – 67% rated as category 3 (Reinspect in 5 years) - Expenditure to date to make the 35 Cat1 Memorials temporarily safe with equipment purchased for 15 more Cat 1 - £172.42 net.	
2025/09/11	Legal and Land. ▪ Newport Village Green and Play Area extension. Project complete with all payments received and made. Cllrs to note. ▪ Land to the north of the Main Road Play Area. ERYC enforcement update shared. Landowner required to undertake works by 30/09/25 to improve the site and to confirm their intentions in writing within 7 days. If the site remains unchanged, then ERYC will have to consider the expediency of further enforcement action in the form of a S215 Notice. Cllrs to note. ▪ Village Green YEA111503. Land Charges Search application. No further update available. Cllrs to note. ▪ Land adjacent to the Brickworks Land YEA14645. Cllr Shields confirmed a discussion re future ownership with the landowners.	
2025/09/12	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 shared for July and August 2025. ▪ To approve schedule of payments and payments requiring preauthorisation for payment. ▪ Annual Audit. No further actions required. Cllrs noted. ▪ Insurance Renewal completed via Clear Councils / Ecclesiastical Insurance at a premium of £914.47. Cllrs noted. ▪ Newport Memorial Clock maintenance contract. A Barker to negotiate for November 2025. ▪ Annual Play Area Inspection. Rospa Play Safety appointed to complete the inspection. ▪ Local Government Pay Award. Cllrs ratified the award. Cllr R Bate proposed, seconded by Cllr Pettit that the accounts be ratified and the expenditure approved. Authority delegated to A Barker to arrange the Newport Memorial Clock maintenance contract. RESOLVED: Cllrs approved the actions and payments as detailed. ▪ Banking arrangements - Nationwide have requested further confirmation of ID for 3 signatories and continue to provide a poor level of service. Cllrs resolved to open a new Hinckley and Rugby Building Society – Local Council 90-day deposit account	AB

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	and deposit £50,000 at a current rate of 2.9%. Should the Nationwide close the savings account this money will be transferred to either the Cambridge Business Savings or Hinckley and Rugby account depending on access requirements. Cllr Shields proposed, seconded by Cllr R Bate that a Hinckley and Rugby Building Society – Local Council 90-day deposit account be opened with a deposit of £50,000. Signatories Cllrs Mansell and Preston plus A Barker. RESOLVED: Cllrs approved the actions and payments as detailed.	AB
2025/09/13	Newport Newsletter update Cllr Cressey confirmed that the newsletter will be prepared with publication in late October and distribution by the Post Office.	LC
2025/09/14	RESOLVED: Noted that the next meeting scheduled meeting of Newport Parish Council will be held on 11 th November 2025, commencing at 7pm, in the Newport Primary School.	

Meeting started 7pm and closed 8.07pm

Published on September – Draft

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

Signed:

Print Name:

Print Position:

Date:

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