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3<sup>rd</sup> March 2026

Dear Councillor,

**Ordinary Meeting of Newport Parish Council**

You are hereby summoned to attend a meeting to be held on Tuesday 10<sup>th</sup> March 2026, commencing at 7pm, in the Newport Primary School – Hall entrance. Access to the meeting room is through the main gate on the Village Hall side of the school and to the rear of the building.

The meeting agenda is set out below.

*Alan Barker*

Clerk and Proper Officer  
 Newport Parish Council

**Public Participation** - The Public Forum will commence at 7pm. 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. Please note appendix 1 below.

**AGENDA**

2026/03/01	<b>To note Members absence and to consider agreeing the reason given for absence.</b>
2026/03/02	<b>Declarations of interest under the Localism Act 2011</b> To remind Members of the need to record the existence and nature of any declarations of interest in relation to items on the agenda, in accordance with the Council’s adopted Code of Conduct. To consider any applications for dispensation.
2026/03/03	<b>Minutes of the Council meeting held on 13<sup>th</sup> January 2026.</b> To consider approving the minutes as a true and proper record. <a href="https://newportpc.org.uk/agendas-minutes-2021/">https://newportpc.org.uk/agendas-minutes-2021/</a> Update on actions completed following the January meeting and confirm next steps
2026/03/04	<b>Newport Parish Community Projects and Parish Matters.</b> To receive reports and approve actions. <ul style="list-style-type: none"> <li>▪ Wallingfen Methodist Church and Centre – Memorial Clock.</li> <li>▪ Police and Crime Commissioner Road Safety Fund and Auto Speed Watch</li> <li>▪ Village checklist feedback</li> </ul>
2026/03/05	<b>To consider planning applications received and note planning decisions.</b>
2026/03/06	<b>Clerk and Councillor Training update.</b> To receive reports and approve actions.
2026/03/07	<b>Working Party Updates.</b> To receive reports and approve actions. <ul style="list-style-type: none"> <li>▪ Planning for the 2026 Christmas Lights.</li> <li>▪ Key Projects 2026/27.</li> <li>▪ Personnel Working Group – Clerk Annual Review feedback</li> </ul>
2026/03/08	<b>Policies and Procedures for consideration, review and approval</b> To complete the Annual review of the following Newport Parish Council policies: - <ul style="list-style-type: none"> <li>▪ Risk Assessment / Cemetery and Closed Churchyard Risk Assessment / Social Media Policy / Internal Controls System</li> <li>▪ Supporting Documents: <a href="https://newportpc.org.uk/polices-orders/">https://newportpc.org.uk/polices-orders/</a></li> </ul>
2026/03/09	<b>Cllr and Clerk updates and correspondence received for action</b> including Newport Village Hall

	Trusteeship. To receive reports and approve actions.
2026/03/10	<b>Burials / Cemetery Update.</b> To receive reports and approve actions. <ul style="list-style-type: none"> <li>▪ Clerk Report and Finance report.</li> <li>▪ Perimeter works update</li> <li>▪ Cemetery Fees Review (Last April 2025)</li> <li>▪ Newport Churchyard and Cemetery Memorial Inspection update</li> <li>▪ Complaint – REF ERB 561</li> </ul>
2026/03/11	<b>Legal and Land.</b> To receive reports and approve actions. <ul style="list-style-type: none"> <li>▪ Land to the North of the Main Rd Play Area.</li> </ul>
2026/03/12	<b>Finances –To consider and approve payments and income for the period in accordance with the budget.</b> <ul style="list-style-type: none"> <li>▪ To consider and approve the bank reconciliation.</li> <li>▪ Financial report for January and February 2026</li> <li>▪ To approve schedule of payments and payments requiring preauthorisation for payment.</li> <li>▪ Banking arrangements update</li> </ul>
2026/03/13	<b>Newport Newsletter update.</b> To receive reports and approve actions.
2026/03/14	<b>Date of the next meeting.</b> To note that the next scheduled meetings of Newport Parish Council will be held on 12 <sup>th</sup> May 2026 in the Newport Primary School. The Annual Parish Meeting will commence at 6pm followed by the Annual Council Meeting at 7pm

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

### **Newport Parish Council Meeting Agenda – March 2026 - Papers for consideration and action**

#### **2026 03 02 Declarations of interest under the Localism Act 2011**

- **Updated Disclosure of interests submitted by Cllr O’Connell 17.02.26.** All Cllrs requested to check the current disclosure and update if required.

#### **2026/03/03 Update on actions completed following the January meeting and confirm next steps.**

- **St Stephens Church, Newport and Gilberdyke Parish Councils working group.** Update received from J Wilde 11.02.26 advising that Gilberdyke Parish Council have decided they do not wish to change the current arrangements in respect of Newport Cemetery, while remaining mindful of their obligations under the terms of the joint lease. Cllrs to note.
- **Annual Play Area Inspection.** Action taken: Initial work completed 10.02.26. Further work completed 03.03.26. Cllrs to note.
- **Brickyard Play Area Tree planting and woodland management. 2<sup>nd</sup> to 4<sup>th</sup> March.** Publicised via the website and noticeboard 21.01.26. Email to Cllrs 27.02.26. To complete a one-off blitz management which will include Crown lifting all appropriate trees, Selective thinning of trees in areas where it is dense, Clearance of brambles causing issues, Strimming areas of dense brash, creating dead hedges/ habitat piles, Potential scraping of footpath to define edges (If time). Cllrs encouraged to engage with the TCV team. <https://newportpc.org.uk/the-old-brickyard-volunteers-wanted/>
- **Community Payback 2026** – The team are started work in Newport 27.02.26. Team leads – Andrew Officer / Sam Anderson. Cllrs to note.
- **Village Sign Main Road (East)** – Cllr R Bate Contacted M Kendall 17.11.25 and confirmed the work will be completed. Cllrs to note.

#### **2026/03/04 Newport Parish Community Projects, Parish Matters and Clerk update. To receive reports and approve actions.**

- **Wallingfen Methodist Church and Centre – Memorial Clock.**

- Summary of the correspondence received provided for Cllrs to consider 27.02.26
- Cllrs to note and confirm any further required actions.
- Police and Crime Commissioner **Road Safety Fund and Auto Speed Watch**. Grant application submitted 14.01.26. Research re locations completed with the reverse of the speed indicator possible west bound.
- **Village Checklist Feedback** – Inspections completed 17.02.26 and 03.03.26. Play Area inspection following installations completed by Team Sport and Play 19.01.26. Cllrs to note.

**2026/03/05 To consider planning applications received and note planning decisions.** Lead Officer - A Barker.

<https://newportpc.org.uk/planning-applications/>

**Planning applications for consideration at this meeting.**

- N/A

**Planning decisions confirmed by ERYC since the last meeting:**

- 24/02248/STOUT OUTLINE - Land North and East of Skilbeck Farm Main Road Newport HU15 2QS (Lovell Developments) – NPC Objected 27.08.24. Impact on walkers / horse riders, Impact on Biodiversity incl wildlife, hedges and drainage / increased flood risk. ERYC Approved 12.01.26
- 25/02289/PLF 18 Canal Side West (Falkingham) Appeal Declined 06.02.26

**Awaiting ERYC decision on applications commented on at or prior to the last meeting:**

- 23/01667/STVAR JZ Flowers International. Newport Buildings LLP – NPC Approved 07.07.23.
- 24/03162/CM Land North and South of Dryham Farm and East and West of Crosslands Lane to The North of Newport Road, North Cave. NPC Approved 12.11.24.
- 23/03823/STPLF. Erection of a production, storage and distribution building with roof mounted solar panels and associated infrastructure (Amended description, red outline, plans and supporting docs) Dianthus Business Park. NPC Approved 18.04.25.

**Planning applications considered by the Parish Council since the last meeting:**

- 26/00360/VAR Variation of Condition 4 (Approved Plans) of planning reference 25/00843/PLF (Erection of single storey extension to rear, detached garage to rear/side, and detached outbuilding to rear, following demolition of existing conservatory and detached garage, and construction of bay window to front) to allow for updated plans - 15 West Close (Turner). NPC Approved 26.02.26

**Other Planning matters.**

- See 2026/01/11.
- Verbal request for clarification re Planning Permissions for a property on Canal Side East from resident RH forwarded to Planning Enforcement 17.02.26. Confirmation received 19.02.26 that there is an active case 26/00047/UNUSE3 - Land North of the Poplars, 107 Main Road, Newport, HU15 2QS. Change of use of land for the siting of temporary buildings and commercial storage. The owner has been advised that there are no records of planning permission having been obtained for the use and development ongoing on site. The owners have been advised that use and development appears contrary to policy, due to the commercial activity and the location of the site being outside of the development limits of Newport and within Flood Zone 3. As a result, an application may be unlikely to receive officer support. ERYC have asked them to detail their intentions regarding the use and development ongoing on the site, along with an indication of the timeline for the siting of the static caravan and temporary building. Following receipt of this information, ERYC will be able to make a fuller assessment of the development and advise.

**2026/03/06 Clerk and Councillor Training update. Lead Officer - A Barker.**

- The clerk and Cllrs continue to attend training events available via ERNLLCA, ICCM and Scribe. ERNLLCA Training Plans schedule and information shared 08.12.25 / Newsletter forwarded to Cllrs.
- ERNLLCA Newsletter shared 19.01.26 and 24.02.26. Finance training information shared 27.02.26.
- ERNLLCA – Cyber Security Webinar 09.03.26 / Cemetery Workshop 16.03.26 Planned – A Barker
- Scribe – End of Financial Year Scribe courses planned (3) – March 26 Planned – A Barker
- ICCM webinar Restoring dignity / the management and scattering of ashes. 29.01.26 – A Barker
- Age Friendly Town and Parish Councils Webinar. 29.01.26 – A Barker
- ERYC Local Plan Webinar for Town and Parish Councils 24.02.26 – A Barker
- Potential Training Attendance - Cllrs to consider and ratify any applications to attend training.

**2026/03/07 Working Party Update.**

**Christmas Lights 2026** (Events Working Party). Cllrs to consider plans for 2026.

- Issues with lights 26 and 31 addressed with ERYC. Both lights permanently on. ERYC confirmed 19.02.26 that both timers will be replaced in April 2026 (Free of charge).
- Information requested with regards to the installation of additional lamp post motifs by Interactive Grottos. Information provided re Christmas fountain in place of the Meadow Lane tree. Further information requested 18.02.26.

**Key Projects 2026/27.** Cllrs requested to consider any projects requiring funding in 2026/27.

#### **Main Road Play Area**

- Research re **Picnic tables / Replacement seats** for the Main Road Play area completed and shared with Cllrs 21.01.26. Further research completed and quotes obtained following feedback from Cllrs. Cllrs to consider the options and approve.
- Suppliers invited to submit a proposal 10.02.26 for the replacement of the **replacement of the 2.4m High, 1 Bay/2 Seat Toddler Cradle Swing unit and the 2.5m nest basket swing** at the Main Road Play Area. Deadline for submission of quotations 06.03.26. Key factors for Cllrs to consider. Price / Previous work with Newport Parish Council and relationship / Location of Company to support future needs / Proposal submitted / Site visit or knowledge of the project. Procurement thresholds fully considered.
- Cllrs to consider the proposals submitted and approved the preferred supplier for both projects. Cllrs to confirm funding – Grant applications or from reserves. Lead Officers – All Cllrs / A Barker.

#### **Personnel Working Group.**

- Clerk Annual Review completed 17.02.26 by Cllrs Shields, R Bate and O’Connell.
- Meeting notes and recommendations shared with Cllrs.
- Cllrs to consider any required changes to the clerk terms and conditions.

**2026/03/08 Policies and Procedures for consideration, review, and approval.** Cllrs to review the following policies prior to the meeting available via the Newport Parish Council website. <https://newportpc.org.uk/policies-orders/>

- Risk Assessment / Cemetery and Closed Churchyard Risk Assessment / Social Media Policy / Internal Controls System. No changes proposed

Cllrs to review, approve and ratify. Lead Officer - A Barker.

#### **2026/03/09 Cllr and Clerk updates and correspondence received for action including Newport Village Hall Trusteeship. To receive reports and approve actions.**

- **Newport Village Hall Trustees update.** Cllrs O’Connell, Preston and Shields to provide an update on the Newport Village Hall. Information shared re the Village Halls Conference on 04.02.26. Cllrs to note.
- **Quickline** update 02.02.26. Quickline would like to update you on the progress made towards having gigabit-capable full fibre broadband connections available in Newport. From Mid-March 2026 residents and businesses in Newport can access full fibre broadband:
- **Health care messages** information to Cllrs 06.02.26 The NHS are sharing their communications toolkit across Humber and North Yorkshire and would be grateful for the support of the Parish Council in promoting these messages within our communities via our social media channels, newsletters, or websites. They know that finding the right place to go when unwell or injured can sometimes be confusing. By choosing the most appropriate service, people not only receive the best care for their needs but also help ensure NHS services are used responsibly. <https://newportpc.org.uk/health-care-messages-and-information-from-nhs-humber/>
- **Sexual Violence Awareness** Week information shared with Cllrs 04.02.26
- **Potholes** – Market Weighton Canal Bridge / B1230. Requests submitted via the online portal and complaint logged. Work ticket 2017021 / Complaint Ref FCC795690623 Details of how to make a claim can be found on the ERYC website [Insurance claims](#) Repairs completed 25.02.26.
- **The Pensions Regulator.** Re enrolment and employer declaration completed 16.02.26.

#### **2026/03/10 Burials / Cemetery Update including.**

- Clerk Report and Finance report to be provided. Lead Officer - A Barker.
- **Perimeter works** complete. Enquiries made re removing the Mud pile in 2026.
- **Cemetery Fees Review (Last April 2025 / Previous April 2018).** Cllrs requested to consider prior to the meeting to support a discussion re any changes. Cemetery Fees Review (Previous April 2018). At the meeting on 11.03.2025 Cllrs considered the financial information provided 15th January 2025, including comparative fees charged by local Cemeteries. The following changes made to the fees: -

- Non-Resident Burial - £750 (Previously £490)
- Newport Resident Exclusive Right of Burial - £180 (Previously £135)
- Non-Resident Exclusive Right of Burial - £500 (Previously £270)
- All other fees remained unchanged.
- **Newport Churchyard and Cemetery Memorial Inspection update.**
- **Cemetery** 420 memorial inspections. Cemetery inspection complete.
- Category 1 – 39 (9%) 6 repairs completed.
- Category 2- 44 (10%) To inspect in 12 months.
- Category 3 – 337 (81%) To inspect in 5 years.
- **New Churchyard** – 186 memorials inspections completed. Details of the surname, first name, alternate headstone, repairs completed in 2021, inspection result Feb 2026 and notes completed and added to scribe cemetery as a spreadsheet.
- Category 1 – 0 (0%)
- Category 2 – 4 (2%). To inspect in 12 months.
- Category 3 – 182 (98%). To inspect in 5 years
- Unable to locate 6 memorials  
Cllrs to note.
- **Complaint** – REF ERB 561. Ref 2025 01 11 and 2025 09 10. Contact made by the complainant and solicitor December 2025. Contact made by TS re options available 02.03.26.

### 2026/03/11 Legal and Land

- **Land to the north of the Main Road Play Area.** Update from Planning enforcement 16.02.26. Further to your enquiry regarding the land east of 1 Canal Side West, Newport and 25/00288/UNTIDY, I can confirm that the draft S215 Notice has been reviewed by senior officers and is currently with our legal department for assessment and any required amendments. I will provide a further update when the notice is ready to be issued. At this stage, I will be able to confirm the steps required and any applicable timeframes for appeals/the notice coming into effect. Cllrs to note.

### 2026/03/12 Finances –To consider and approve payments and income for the period in accordance with the budget. To consider and approve the bank reconciliation. Lead Officer - A Barker

- **Financial report** for January and February 2026. Cllrs Mansell and Preston independently review and sign off.
- The Financial report / Bank Reconciliation is completed monthly and forwarded to all Cllrs. The Scribe software is used. See appendix 1. To approve schedule of payments and payments requiring preauthorisation for payment. Lead Officer - A Barker
- **Clerk** – Hours completed (Including holiday hrs). January 26 – 66 hrs and February 26 63.5hrs

### Expenditure for Cllrs to consider and approve

- **Scribe renewal – 31.03.26**  
Accounts £444 + VAT £88.80 (25/26 - £345.60) Cemetery £276 + VAT £55.20 (25/26 - £276)  
Total - £720 + £144 = £864 (25/26 £621.60 + £124.32 = £745.92)
- **New Union Jack for Meadow Lane** – Circa £121 + VAT
- **Printer Toner replacement** - £121.71 + VAT
- **Microsoft 365** Renewal (Clerk Laptop) - £104.99 (Unchanged)
- **Banking arrangements.** Following the closure of the Nationwide savings account, Cllrs to be requested to authorise the transfer of £40,000 from the HSBC Current account split between the Cambridge Building Society and Hinckley and Rugby savings accounts. Lead Officer - A Barker
- **Recommendation:** That the Council receives and notes the income and expenditure records, approves the general reserves balance, the movement of monies from the HSBC Current account, list of payments and raises any queries it may have.

### 2026/03/13 Newport Newsletter

Newport Parish Council update provided 26.01.26 and 13.02.26. Cllr Cressey to provide an update with regards to the progress of the Easter edition and request any further support. Lead Officer – Cllr Cressey. Supporting Document <https://newportpc.org.uk/newport-parish-council/>.

## Appendix 1

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

Date	Description	Payment Made	Receipts
11.01.26	HSBC Banking Charges	£2.00	
15.01.26	Goole Go Far Donation	£250.00	
26.01.26	NPC Clerk Business Line - Giff Gaff	£6.00	
29.01.26	A Share - Cemetary INV 622 Jan 26	£1,050.00	
<b>Payments made to be retrospectively authorised</b>			
02.01.26	S Goddard - Bus Shelter Cleaning	£96	
29.01.26	P W Coates INV 173 Total Jan 26	£1,053.00	
27.01.26	Clerk - Meeting and Travel Expenses	£29.70	
30.01.26	HMRC - NI and Income Tax Ref 2610	£224.57	
30.01.26	Staff Salaries - January Pay	£1,182.68	
<b>Receipts to</b>			
20.01.26	Cemetery Fee Carl Jones FD		£750
21.01.26	Transfer of Funds from Nationwide following account closure		£39,480.70
29.01.26	Cemetery Fee - J W Myers		£155

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

Date	Description	Payment Made	Receipts
20.02.26	Newport Village Hall / Recreation Club Grant	£1,092	
27.02.26	NPC Clerk Business Line - Giff Gaff	£6.00	
<b>Payments made to be retrospectively authorised</b>			
26.02.26	P W Coates INV 175 Feb 26	£360	
27.02.26	Clerk - Meeting and Travel Expenses	£29.70	
27.02.26	HMRC - NI and Income Tax Ref 2611	£241.06	
27.02.26	Staff Salaries - February Pay	£1,210.63	
<b>Receipts to</b>			
02.02.26	Cemetery Fee - Bullements		£750
25.02.26	Cemetery Fee - Shephard / Dignity		£750