



E Mail: clerk@newportpc.org.uk
Website: <https://newportpc.org.uk/>
5th May 2026

Dear Councillor,

Annual meeting of Newport Parish Council

You are hereby summoned to attend a meeting to be held on Tuesday 12th May 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

2026/05/01	To note Members absence and to consider agreeing the reason given for absence.
2026/05/02	Election of Chairman and Vice Chairman of the Council and acceptance of office.
2026/05/03	Declarations of interest 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.
2026/05/04	To receive the Chairman's annual report. Lead Officer – Cllr S Mansell
2026/05/05	Annual Accounts and Internal Auditors Report. To consider and approve the Annual Governance Statement 2025/26.
2026/05/06	To consider and approve the Annual Accounting Statements 2025/26.
2026/05/07	To consider approving the minutes of the Council meeting held on 10th March 2026 as a true and proper record. The minutes of the 2025 Annual Parish and Council Meetings previously approved 8th July 2025. https://newportpc.org.uk/agendas-minutes-2021/
2026/05/08	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. Supporting documents available via meeting papers link – Ref 2026 05 08. <ul style="list-style-type: none">▪ Personnel Working Party meeting held 17.02.26 – Clerks review completed.▪ Working Groups Protocols▪ Events Working Party - Christmas Lights 2026. Lead Officers – Cllr Cressey, Cllr Lamming.
2026/05/09	To consider and approve the appointment of members to existing committees and working groups.
2026/05/10	To consider and approve the appointment of any new committees in accordance with standing order 4
2026/05/11	To consider, review and adopt appropriate standing orders and financial regulations;
2026/05/12	Finances –To consider and approve payments and income for the period in accordance with the

	<p>budget. To consider and approve the bank reconciliation. Supporting documents available via meeting papers link – Ref 2026 05 12</p> <ul style="list-style-type: none"> ▪ Financial report for March and April 2026. Lead Officer - A Barker ▪ To consider and approve a Reserves Policy. ▪ To approve schedule of payments and payments requiring preauthorisation for payment. Lead Officers – All Cllrs / A Barker
2026/05/13	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;
2026/05/14	To consider and approve representation on or work with external bodies and arrangements for reporting back;
2026/05/15	To consider and approve the inventory of land and assets including buildings and office equipment;
2026/05/16	Confirmation of arrangements for insurance cover in respect of all insured risks;
2026/05/17	To consider and approve the council's and/or staff subscriptions to other bodies;
2026/05/18	To consider and review the council's complaints procedure, Health and Safety Policy and Anti-Harassment Policy. Confirmation of all policies and procedures as per the Newport Parish Council website. Lead Officer - A Barker. Supporting Documents: https://newportpc.org.uk/policies-orders/
2026/05/19	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.
2026/05/20	To consider planning applications received and note planning decisions. Lead Officer - A Barker. Supporting documents available via meeting papers link – Ref 2026 05 20 and https://newportpc.org.uk/planning-applications/
2026/05/21	<p>Cllr and Clerk updates and correspondence received for action and to note. To consider and approve the following as required.</p> <ul style="list-style-type: none"> ▪ To consider the provision of a Community Garden at the Brickyard ▪ Village Inspection and Play Area repairs. Lead Officer – A Barker ▪ Main Road Play Area – replacement swings. Lead Officer – A Barker ▪ Clerk and Councillor Training update. Lead Officer - A Barker ▪ Burials / Cemetery Update including. Clerk Report and Finance report included in the annual return report. Lead Officer - A Barker ▪ Newport Newsletter ▪ Wallingfen Methodist Church and Centre ▪ PCC Safety Fund. Lead Officer - A Barker ▪ Goole Hospital update <p>Supporting documents available via meeting papers link – Ref 2026 05 21</p>
2026/05/22	Date of the next meeting. To note that the next scheduled meeting of Newport Parish Council will be held on 14th July 2026 commencing at 7pm, in the Newport Primary School.

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 – May 2026

Papers for consideration and action

2026 05 05 Annual Accounts and Internal Auditors Report. To consider and approve the Annual Governance Statement 2025/26

To consider and approve the Annual Return Assertions Proforma, the report to Cllrs produced by the Internal Auditor and the Annual Governance and Accountability Return 2025/26 Part 3. A review of the effectiveness of the system of internal control to be completed. To consider and approve the Annual Governance Statement 2025/26. Lead Officer: A Barker. Supporting Documents provided by email 05.05.26.

2026 05 06 To consider and approve the Annual Accounting Statements 2025/26

The internal auditor (Brian Brooks) approved the annual accounts on 07.04.26. Information sent to Cllr Mansell and A Barker. To consider and approve the Annual Accounting Statement including supporting documentation. The dates set for the period of exercise of public rights commences will be 3rd June 2026 and ends on 14th July 2026. During this period the Annual Governance Statement and Accounting Statements for 2025/26 will be available to view on the Parish noticeboards and the website. Lead Officer: A Barker. Supporting Documents provided by email 05.05.26.

2026 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** Terms of Reference as amended were adopted by resolution of the Council 9th March 2021. Reviewed by the Newport Parish Council 8th July 2025 – No updates required Minute Ref 2024 07 09. Cllr G Shields was requested to take on the role of Chair.
- **Personnel Working Party** meeting held 17.02.26. Clerk Annual Review completed by Cllrs Shields, R Bate and O'Connell. Minutes of the meeting distributed to Cllrs for consideration and approval by email, included considerations re any required changes to the clerk terms and conditions. Consideration of the recommendations, delegation arrangements and terms of reference of the Personnel Working Party completed. Lead Officers: Cllr Shields / Cllr O'Connell / R Bate
- **Working Groups Protocols.** Approved and adopted at the Newport Parish Council Meeting 14th September 2021. Reviewed by the Newport Parish Council 09.09.25 – No updates required. Minute Ref 2024 09 09
- **Christmas Lights 2026.** Lead Officers – Cllr Cressey, Cllr Lamming.
 - 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). Update requested 29.04.26.
 - 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. Cllrs Cressey and Lamming have arranged to visit Interactive Grottos to obtain further details of options. Cllrs to consider and approve the next steps.

2026 05 09 To consider and approve the appointment of members to existing committees and working groups.

To consider and approve 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. Current roles and responsibilities: -

- Personnel Committee – Cllr Shields (Chair), Cllr O'Connell, Cllr Cressey, Cllr R Bate.
- Burial Working Group – Cllr R Bate, Cllr P Pettit, Cllr Elliott, Cllr Cressey.
- Events Working Group (To include planning for the Christmas Lights) – Cllr Cressey, Cllr O'Connell, Cllr Elliott, 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.
- Play Area Development Working Group – Cllr O'Connell, Cllr Robinson, Cllr Elliott, Cllr Shields, Cllr Mansell

2026 05 10 To consider and approve the appointment of any new committees in accordance with standing order 4. Lead Officer: A Barker.

To consider and approve the membership of existing committees / working groups. No changes recommended.

2026 05 11 To consider, review and adopt appropriate standing orders and financial regulations. Lead Officer: A Barker. No changes proposed to the Standing Orders and Financial Regulations approved in 2026.

<https://newportpc.org.uk/policies-orders/>

2026 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 2026. Lead Officer - A Barker.
- The Financial report / Bank Reconciliation is completed monthly and forwarded to all Cllrs. The Scribe software is used. See appendix 1. Cllrs Mansell and Preston independently review and sign off.
- Cllrs to consider and approve schedule of payments for May 2026 and payments requiring preauthorisation for payment. Lead Officers – All Cllrs / A Barker
- **Clerk – Hours** completed (Including holiday hrs). March 26 73 hrs and April 26 60hrs.
- **ERNLLCA** Renewal - £734.83.
- **Internal Auditor** fee - £325 (Paid 07.04.26). **External Audit** fee payable to PKF Littlejohn £315.
- **VAT refund** payment received 08.04.26 - £1,633.99
- Cllrs to consider and approve the Transfer of funds for **Cemetery maintenance** - £2,500
- **Reallocation of Reserves balances.** Recommendation to move the contingency reserve of £6,425 and the Parish and Village Plan reserve of £19,182.57 to the general reserve.
- **Reserves policy.** To consider and adopt an appropriate reserves policy. Information provided to Cllrs 05.05.26. Lead Officer: A Barker.
- **Seat Replacement** at the Main Road Play Area. 2 picnic benches purchased at a cost of £150.30 each to replace the existing seats. P Coates to complete the installation.
- **Banking arrangements.** £15,000 transferred to the Cambridge Building Society and £15,000 to the Hinckley and Rugby savings accounts.
- Recommendation: That the Council receives and notes the income and expenditure records, general reserves balance (including reallocation), reserve’s policy and list of payments and raises any queries it may have.

2026 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.

To consider and approve the ongoing relationships with the Environment Agency re Fishing Rights. No changes proposed. Lead Officer - A Barker.

2026 05 14 To consider and approve representation on or work with external bodies and arrangements for reporting back.

To consider and approve the ongoing relationships with the following external bodies. ERYC, East Riding Local Councils Network, NALC, ICCM, ICO, Smile and ERNLLCA. HR to continue as the ERNLLCA representative. Lead Officer - A Barker.

2026 05 15 To consider and approve the inventory of land and assets including buildings and office equipment.

Cllrs to receive and approve the asset register. Asset register updated 31.03.26. Updated version included with the Annual Audit. Asset register and Registry of Land added to the website for reference purposes.

2026 05 16 Confirmation of arrangements for insurance cover in respect of all insured risks.

Cllrs to note that a review of the current insurance policy was completed to ensure `fit for purpose` for both Finances and Assets of the Parish Council in July 2025. Further confirmation received with regards to sums assured 11.03.26 following the Play Area extension and Market Weighton Canal Trail transfer of assets.

2025 07 12 Insurance Renewal. Cllrs delegated authority to A Barker to renew the council insurance. The current insurance broker Clear Councils has recommended Ecclesiastical Insurance at a premium of £914.47. Insurance Broker Gallagher offered renewal at £984.89 via Hiscox. Zurich subsequently provided a quote at £1,472.71. 3-year agreement obtained which limits potential increases in cost.

A Barker reviewed the documents received against the asset register and was satisfied that the cover continues to meet the needs of Newport Parish Council.

Newport Cemetery and Closed Churchyard Risk Assessment reviewed and updated 10.03.26 Minute Ref 2025/03/09. Newport Parish Council Risk Assessment Reviewed 10.03.26. Minute Ref 2026/03/08 – No updates.

Village Inspection schedule maintained by the Clerk. Newport Parish Council Contactor and General Maintenance Risk Assessment introduced June 2022.

2026 05 17 To consider and approve the council's and/or staff subscriptions to other bodies.

- ERNLLCA – Membership Fee - £734.83
- Information Commissioners Office - £47
- Institute of Cemetery Management - £110

2026 05 18 To consider and review the council's complaints procedure, Health and Safety Policy and Anti-Harassment Policy. Confirmation of all policies and procedures as per the Newport Parish Council website. Cllrs to review the following policies prior to the meeting available via the Newport Parish Council website. Lead Officer – A Barker <https://newportpc.org.uk/policies-orders/>

- Cllrs to consider and ratify the Complaints Procedure, Anti-Harassment Policy and Health and Safety Policy. No changes proposed.

2026 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. Cllrs to consider and approve the proposed dates – 12th January 2027, 9th March 2027, 11th May 2027, 13th July 2027, 14th September 2027, 9th November 2027. Lead Officer - Cllr Mansell.

2026 05 20 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:

- 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. Approved 07.04.26

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:

- 26/00756/OHL Upgrade the existing overhead conductors on a high voltage line from 50mm aluminium to 100mm aluminium and replace 14 supporting poles (Section 37 of the Electricity Act 1989) - Northern Powergrid. NPC Approved 07.04.26.
- 26/00791/PLF Erection of two storey and single storey extensions to front, side and rear with first floor balconies to side and rear and associated alterations, construction of vehicular access with associated hardstanding, walls, pillars and access gate, and application of render to existing dwelling, garage and existing access - 3 Thimblehall Lane (Hammond Homes (Lincs) Ltd) NPC Approved 24.04.26

Other Planning matters.

- 26.03.26 - 25/00288/UNTIDY - Land East of 1 Canal Side West, Newport. Further to my previous correspondence, I can confirm that Section 215 Notices were served yesterday at several addresses associated with the landowner responsible for the Land East of 1 Canal Side West, Newport. The owner has been instructed to carry out works to the land within a specified timeframe. I will monitor the site for compliance and provide a further update in due course. Report of rats submitted to ERYC Pest Control.
- 26/00047/UNUSE3 - Land North of the Poplars, 107 Main Road, Newport, HU15 2QS. No further update received.
- Information provided re planning applications at properties on Carr Lane in the past 6 years due to construction work taking place.

2026 05 21 Cllr and Clerk updates and correspondence received for action and to note. To consider and approve the following as required.

- To consider the provision of a **Community Garden** at the Brickyard Play Area. Lead Officer - Cllr Shields.
- **Village Inspection and Play Area repairs.** Play Area repairs completed 02.04.26 by Kompan. Inspection completed 07.04.26 and 05.05.26. Lead Officer – A Barker
- **Main Road Play Area** – replacement swings. Order placed 20.03.26 with Absolute Play. Installation completed 30.04.26. Due to additional works required due to issues with the foundations Cllrs requested to retrospectively authorise the work to be completed to finish the project. Lead Officer – A Barker
- **Teal Road Fence.** Resident request for the fence to be reinstated. Cllrs to note.
- **Clerk and Councillor Training update.** Lead Officer - A Barker.
 - The clerk and Cllrs continue to attend training events available via ERNLLCA and Scribe.
 - ERNLLCA Newsletter including links to various posts shared with Cllrs on 30.03.26 and 01.05.26. Men in sheds / Goole hospital / Damp and Mould Support – Information for Residents where to access support / East Riding Household Support Fund for Oil. Planning Training information shared 11.04.26
 - Cyber Security Training 09.03.26 / Scribe – End of Year AGAR training – Various / ERNLLCA Cemetery workshop 16.03.26 / How Council Behaviour Shapes Culture and Community Trust 18.03.26 / Aubergine – Community Engagement webinar 24.03.26 – A Barker
 - ERNLLCA East Riding District Committee Meeting 08.04.26 – Attendance invites shared.
 - Scribe – Planned Training - From Submission to Sign-Off: Preparing for External Auditor Queries 25.06.26 / Getting Positive Outcomes from Procurement 13.05.26 – A Barker
 - Cllrs to consider and ratify any paid training applications.
- **Burials / Cemetery Update** including. Clerk Report and Finance report included in the annual return report. Lead Officer - A Barker.
 - Newport Cemetery contribution for consideration and approval - £2,500.
 - ICCM Seminars attended 26th March and 29th April 2026.
 - No changes made to the Cemetery fees 01.04.2026.
 - Inspection of the old section of the Cemetery to be completed in June 2026. Inspection of the posts added to stabilise the Cemetery headstones completed 05.05.26.
 - St Stephens Church, Newport, and Gilberdyke Parish Councils working together with regards to the Newport Cemetery and St Stephens Closed Churchyard - A Barker to continue dialogue.
 - Information shared on 02.04.26 and 28.04.26 re the St Stephens Newport and Gilberdyke Annual General Meeting on 29th April 2026.
 - Complaint – REF ERB 561. Ref 2025 01 11 and 2025 09 10. Contact made by the CH 28.04.26 requesting an application form to purchase an exclusive right of burial and assignment.
- **Newport Newsletter** March 2026 completed and distributed. Cllrs to consider and approve the date for the next edition and distribution. Lead Officer – Cllr Cressey. Supporting Document <https://newportpc.org.uk/newport-parish-council/>.
- **Village Sign Main Road (East)** – Adjacent to Wallingfen Lodge damage. Work completed to stabilise the sign. Further work required. ERYC require a maintenance agreement / License which has been returned for amendment by ERYC. **Village Sign Main Road (West)** – 2 bricks knocked off the sign by the ERYC grass cutting team. To be repaired by P Coates. Cllrs to note.

Further Correspondence for Cllrs note.

- **Wallingfen Methodist Church and Centre.**
 - Memorial Clock. Request received from resident EC on 23.03.26. Confirmation provided that at the Newport Parish Council meeting on the 10th March the Newport War Memorial Clock installed at the Wallingfen Methodist Centre was discussed at some length and potential solutions considered. Information was provided re the Methodist Circuit leadership meeting and insurance. The latest electrical inspection for the building has failed with work required prior to a reinspection and a new safety certificate being issued. Moving the clock would be a very expensive and complicated process. ERYC Ward Cllr Wilkinson agreed to write to David Davis MP to seek his support. Newport Parish Council remain committed to obtaining a solution to the issue but can confirm the Methodist Circuit leadership group have written to advise that the electricity to the property is switched off and will remain so for the foreseeable future. The managing trustees advised they will comment no further on this matter.

- Correspondence received from Cllr G Bate on 28.04.26 with regards to the current insurance arrangements re allowing the electricity to remain on to run the clock.
- Correspondence received from a resident on 23.04.26 with regards to the installation of a new seat on the Highway. Information provided with regards to the ERYC highways reporting process. Further information provided by Cllr G Bate with regards to the seat.
- **Police and Crime Commissioner Road Safety Fund** and Auto Speed Watch. Grant application submitted 14.01.26. 19.03.26 Application declined.
- **Newport News.** Road Closure, No Notice & Business Loss -113, Newport HU15 2QS. Information provided to the complainant 23.03.26.
- **Bridlington and Goole Urgent Treatment Centre** update shared 25.03.26.

Appendix 1

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
11.03.26	Scribe Annual management Fee	£864	
11.03.26	S Goddard - Bus Shelter Cleaning	£96	
11.03.26	K Dwaine - Newsletter Editor	£50	
12.03.26	Post Haste Printers	£240	
12.03.26	TVT - Newsletter Delivery	£234	
12.03.26	JRB Enterprises - Dog Gloves	£330	
12.03.26	Defibrillator Battery Replacement - NVH	£150	
13.03.26	Amazon - Toner Replacement	£152.08	
16.03.26	Hampshire Flag Company - Union Jack	£156.58	
18.03.26	Microsoft - Clerk Laptop	£104.99	
18.03.26	The Conservation Volunteers	£1,620.00	
26.03.26	NPC Clerk Business Line - Giff Gaff	£6	
22.03.26	Transfer of Funds to Hinckley and Rugby	£15,000.00	
30.03.26	Transfer of Funds to Cambridge B Soc	£15,000.00	
Payments made to be retrospectively authorised			
18.03.26	A Share - Cemetery Maint Mar 2026 635	£240	
30.03.26	Glasdon - Litter Bin liner (Main Rd play area)	£88.92	
30.03.26	Picnic Table Materials (Main Rd play area)	£134	
30.03.26	P W Coates INV 173 Total March 26	£753.00	
31.03.26	Clerk - Meeting and Travel Expenses - March	£44.10	
31.03.26	HMRC - NI and Income Tax Ref 2612	£224.37	
31.03.26	Staff Salaries- March 2026 Pay	£1,182.88	
Receipts to			
02.03.26	Cemetery Fee		£540
04.03.26	Fishing Licenses - 12 months		£114
05.03.26	Cemetery Fee		£110
09.03.26	Cemetery Fee		£270
16.03.26	Cemetery Fee		£1,750
16.03.26	Cemetery Fee		£245
16.03.26	Cemetery Fee		£245
27.03.26	Cemetery Fee		£155
27.03.26	Cemetery Fee		£750
31.03.26	Cemetery Fee		£110

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
07.04.26	Kompan - Play Area Repairs	£501.60	
07.04.26	B Brooks - Internal Audit	£325.00	
27.04.26	NPC Clerk Business Line - Giff Gaff	£6	
11.04.26	HSBC Banking Charges	£3.21	
Payments made to be retrospectively authorised			
03.04.26	ERYC Cemetery Waste	£282.75	
24.04.26	Picnic Table Labour and Materials (Main Rd play area)	£166.60	
24.04.26	A Share - Cemetery Maint April 2026	£480	
24.04.26	ICCM - Annual Membership	£110	
29.04.26	P W Coates INV 177 Total April 26	£1,322.00	
29.04.26	Clerk - Meeting and Travel Expenses	£15.75	
30.04.26	HMRC - NI and Income Tax Ref 2701	£498.64	
30.04.26	Staff Salaries - April Pay	£1,190.00	
Receipts to be noted			
08.04.26	HMRC - VAT Refund		£1,633.99
14.04.26	Cemetery Fee		£155.00
30.04.26	Precept Part 1		£19,000.00