



Email: clerk@newportpc.org.uk

Minutes of an Annual Council meeting of Newport Parish Council

Minutes of the meeting held on 12th May 2026 in Newport Primary School.

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

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

2026/05/01	The following Members were absent from the meeting: Cllr Pettit, Cllr G Bate, Cllr Preston, RESOLVED: reason for absence agreed.	
2026/05/02	Election of Chair and Vice Chair of the Council and acceptance of office. Cllr O’Connell proposed, seconded by Cllr Elliott that Cllr Mansell be requested to undertake the post of Chair for the next 12 months. Cllr O’Connell proposed, seconded by Cllr Elliott 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
2026/05/03	Declarations of interest The following declarations of Interest were made. Non-Pecuniary: - St Stephens Church / Gilberdyke and Newport Men in Sheds – Cllr Cressey. MWCT / Newport Village Hall – Cllrs Shields and O’Connell. A dispensation application agreed for the Cllrs to provide updates.	
2026/05/04	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.	
2026/05/05	Annual Accounts and Internal Auditors Report. To consider and approve the Annual Governance Statement 2025/26. The Parish Cllrs received by E Mail on 05.05.26 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 2025/26. Review of the effectiveness of the system of internal control completed. Cllr Mansell proposed, seconded by Cllr Shields 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 2025/26. Resolved: The Annual Internal	

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	- 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 Elliot, Cllr Shields, Cllr Mansell. Cllr Cressey proposed, seconded by Cllr O’Connell, that the membership of the existing committees and working groups be unchanged. RESOLVED: The membership of the existing committees and working groups unchanged.	
2026/05/10	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 2027	
2026/05/11	To consider, review and adopt appropriate standing orders and financial regulations; Cllrs received the documents by email on 05.05.26 review. Cllr R Bate proposed, seconded by Cllr Elliott that the unchanged Financial Regulations and Standing Orders be adopted. RESOLVED: The unchanged Financial Regulations and Standing Orders adopted.	AB
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. - To approve schedule of payments and payments requiring preauthorisation for payment, including the clerk’s hours worked. - Newport Cemetery Maintenance – Reserves transfer of £2,500. - Play Area – Swings replacement project. Approval of additional cost of £1,050 + VAT due to new safety matting requirement. - Men in Sheds Grant application – No application received. - ERNLLCA Renewal - £734.83 - External Audit fee - £315 - Reallocation of reserves balance – Contingency Reserve of £6,425 and Parish and Village Plan of £19,182.57 to the general reserve. - Adoption of Newport Parish Council reserves policy - Seat replacement with 2 picnic benches at the Main Rd play area. The new picnic benches have been installed. Cllr O’Connell proposed, seconded by Cllr Elliott that the accounts be ratified, the actions as detailed and the expenditure be approved. RESOLVED: Cllrs approved all actions and payments as detailed.	AB
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; Environment Agency Fishing Rights. No changes proposed.	
2026/05/14	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. Cllr Robinson to continue as the ERNLLCA representative. Cllr Elliott proposed, seconded by Cllr Cressey that the representation on or work with external bodies and arrangements for reporting back be unchanged. RESOLVED: Cllrs approved the retention of the arrangements unchanged.	
2026/05/15	To consider and approve the inventory of land and assets including buildings and office equipment; Asset register updated 31.03.26 and formally signed off	

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	by Cllr Mansell 12.05.26. Updated version included with the Annual Audit. Asset register and Registry of Land to be added to the website. Cllr O'Connell proposed, seconded by Cllr R Bate that the land and asset registry be approved. RESOLVED The land and asset registry be approved.	AB
2026/05/16	Confirmation of arrangements for insurance cover in respect of all insured risks; Review of the Insurance cover completed July 2025. Risk Assessment and Management along with the Financial Risk Assessment updated annually and included with the annual audit documentation. The Asset register and insurance to be updated on the completion of the Main Road Play Area project. Cllr Shields proposed, seconded by Cllr Robinson that the asset register and insurance updated on the completion of the Main Road Play Area project. RESOLVED: Cllrs approved the actions as detailed.	AB
2026/05/17	To consider and approve the council's and/or staff subscriptions to other bodies; Information provided with no changes proposed. Cllr R Bate proposed, seconded by Cllr Robinson to renew the ERNLLCA subscription. RESOLVED: To renew the ERNLLCA subscription.	AB
2026/05/18	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 Robinson proposed, seconded by Cllr Shields that the Complaints, Anti-Harassment and Bullying and Health and Safety policies be renewed with no changes RESOLVED: The Complaints, Anti-Harassment and Bullying and Health and Safety policies renewed with no changes	AB
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. 12th January 2027, 9th March 2027, 11th May 2027, 13th July 2027, 14th September 2027, 9th November 2027. Cllr Robinson proposed, seconded by Cllr Elliott that the proposed dates be approved. RESOLVED: The Council Meeting dates approved.	AB
2026/05/20	To consider planning applications received and note planning decisions. Lead Officer - A Barker. Supporting documents provided via meeting papers link – Ref 2026 05 20 and https://newportpc.org.uk/planning-applications/ Other planning matters – Update provided with regards to the updates received from the Planning Enforcement Officer and Pest Control team	
2026/05/21	Cllr and Clerk updates and correspondence received for action and to note. ▪ Cllr Shields requested Cllrs to consider the provision of a Community Garden area at the Brickyard. Cllr Shields agreed to draw up a plan for the July meeting. Cllrs to encourage expressions of interest. Consideration to be given to location, security and ongoing management. A formal policy will be required. ▪ A Barker provided an update with regards to the Village Inspections completed and Play Area repairs. ▪ The Village Entry sign to the West has been damaged by the ERYC grass cutting team. P Coates requested to repair. ▪ The Village Entry sign to the East has been temporarily repaired. A Barker to contact M Kendal to confirm his plans for the entry sign repairs. Cllr Mansell to establish if the Bishop Burton College construction students would be able to complete the work.	GS AB SM

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	▪ Clerk and Councillor Training update. A Barker encouraged Cllrs to participate in the training available via ERNLLCA. - ERNLLCA Conference Tues 29th September 2026. Cllrs approved the attendance of A Barker. Further information to be sent to Cllr R Bate who will advise whether he wishes to attend. - ICCM – Cemetery Planning: Soil and Drainage Management. Tues 28th July 2026. Cllrs approved the attendance of A Barker. Cost £100 plus circa £50 travel. Cllr O’Connell proposed, seconded by Cllr Mansell that the proposed training events as detailed above be approved with associated expenditure. RESOLVED: Cllrs approved the training events with associated expenditure. ▪ Burials / Cemetery Update. A Barker provided an update with regards to cemetery matters, including Finance, Cemetery ground conditions (Ref Extension) and working with Gilberdyke Parish Council (including financial contribution). Latest contact with the Gilberdyke Clerk on 06.05.26. Update provided following a recent ICCM / Law Commission webinar attended covering Grave re use and reclamation. ▪ Newport Newsletter. Next newsletter to be planned in September for November / December distribution by the Post Office. Cllrs confirmed that all adverts should be paid for. https://newportpc.org.uk/newport-parish-council/ ▪ Wallingfen Methodist Church and Centre – Memorial Clock and Bell. A Barker requested to contact Cllr Wilkinson to confirm whether any response has been received from David Davis MP. Cllr Mansell outlined the guidance received from a solicitor involved with the Methodist Church in Kirkella with regards to the ongoing closure and memorial. Cllrs requested that a solicitor’s letter is sent to the Methodist Circuit Managing Trustees expressing concerns re the ongoing neglect of the Memorial and the liability of the Methodist Circuit Managing Trustees for the restoration of the memorial. Cllrs Shields and Mansell to assist A Barker with the request. ▪ PCC Safety Fund application declined. Round 8 application open but not to be progressed as already declined in the previous round. A Barker to contact Emily Mounsor Senior Engineer ERYC Traffic Management to request speed data for the centre of Newport Village and an update on the previous correspondence re parking and road markings. ▪ Goole Hospital update – Further Information added to the website 06.05.26	RB AB LC AB AB SM GS AB
2026/05/22	RESOLVED: Noted that the next meeting scheduled meeting of Newport Parish Council will be held on 14 th July 2026, commencing at 7pm, in the Newport Primary School.	

Meeting started 7.20pm and closed 8.25pm

Published on 19th May 2026 - Draft. Final – 14th July 2026

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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Appendix 1 – Newport Parish Council Chairs Annual Report 2025-2026

Good evening and thank you all for attending.

This report sets out how the Parish Council has supported and invested in our community over the past year, and the priorities we will continue to focus on moving forward.

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.

As a volunteer council, we remain committed to serving our community and using parish resources responsibly.

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 2025, we have been consulted on 5 planning applications. The Parish Council approved all the applications.

We have maintained strong financial oversight throughout the year, 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 including 2 Christmas trees, bus shelter maintenance, and Remembrance Day.

During 2025/26, we awarded grants to several local organisations, including Newport Village Hall to support the survey of works required and the Goole Go Far bus service to supporting this essential service for our community.

These grants help sustain services and facilities that are important to the day-to-day life of our community

For VE 80 day, a small grant was secured from ERYC to support commemorative activities. A flag was raised in the village and Newport Primary School held an Evacuee Event in May 2025, with the staff and children dressing in red, white and blue colours and serving afternoon tea to everyone who attended. A huge thank you to Councillor O'Connell for organising this event.

Due to careful financial planning, for the fourth year running, the Parish Council voted 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 including adult social care.

At the March 2026 meeting of the Council, Cllrs agreed to maintain the Cemetery fees charged at Newport Cemetery at the rates applicable since April 2025. Fees had previously been unchanged since 2018. Newport Parish Council continues to provide a subsidy of £2,500 per annum to allow Newport residents to receive subsidised Cemetery fees.

A key long-term focus remains the improvement of the Main Road Play Area. In 2025/26, grants totalling £51,757 were secured and allocated to install 3 new pieces of equipment including the

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accessible roundabout. The money secured via grants is specifically for the development of an expanded inclusive play space and cannot legally be spent any other way. We are pleased to be contributing to developing safe places for our local children to play and thrive. Newport Parish Council also replaced 2 old swing units in April 2026 at the Main Road site along with 2 old seats which have been removed and replaced with 2 new picnic benches. Repairs have been completed at both play areas following the annual play area inspection completed by Rospa Playsafety. This investment is helping us create a more inclusive, accessible space for all children in our community.

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, general maintenance work in the village and the painting of the street furniture installed by the Market Weighton Canal Trail project.

We continue to communicate messages on the Parish board (near Londis), through our, website, social media and our door-to-door newsletters. The newsletter has been published in Autumn 2025 and Spring 2026. Thank you to Councillor Cressey and Councillor Pettit for your support in organising these communications.

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.

Looking ahead, we will continue to focus on maintaining services, securing funding where possible, and supporting initiatives that strengthen our community and improve our village.

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.

Your voice is important in shaping the future of our community.

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