



E Mail: clerk@newportpc.org.uk
 Website: <https://newportpc.org.uk/>
 7th July 2026

Dear Councillor,

Ordinary Meeting of Newport Parish Council

You are hereby summoned to attend a meeting to be held on Tuesday 14th July 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

2026/07/01	To note Members absence and to consider agreeing the reason given for absence.
2026/07/02	Declarations of interest under the Localism Act 2011 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 and complete updated declaration of interest following the advice from ERYC 10.06.26.
2026/07/03	Minutes of the Annual Council and Annual Parish meetings held on 12th May 2026. To consider approving the minutes as a true and proper record. https://newportpc.org.uk/agendas-minutes-2021/ Update on actions completed following the May meetings and confirm next steps
2026/07/04	Newport Parish Community Projects and Parish Matters. To receive reports and approve actions. <ul style="list-style-type: none"> ▪ Community Payback Tasks 2026 ▪ Village checklist feedback
2026/07/05	To consider planning applications received and note planning decisions.
2026/07/06	Clerk and Councillor Training update. To receive reports and approve actions.
2026/07/07	Working Party Updates. To receive reports and approve actions. <ul style="list-style-type: none"> ▪ Planning for the 2026 Christmas Lights. ▪ Key Projects 2026/27.
2026/07/08	Policies and Procedures for consideration, review and approval To complete the Annual review of the following Newport Parish Council policies: - <ul style="list-style-type: none"> ▪ Subject Access Request form, Document Retention Policy, Personnel Committee Terms of Reference, Contractor and General Maintenance Risk Assessment, Information Technology Policy, Memorial Management Policy ▪ Supporting Documents: https://newportpc.org.uk/polices-orders/
2026/07/09	Cllr and Clerk updates and correspondence received for action. To receive reports and approve

	actions.
2026/07/10	Burials / Cemetery Update. To receive reports and approve actions. <ul style="list-style-type: none"> ▪ Clerk Report and Finance report. ▪ Newport Churchyard and Cemetery Memorial Inspection update
2026/07/11	Newport Newsletter update. To receive reports and approve actions.
2026/07/12	Finances –To consider and approve payments and income for the period in accordance with the budget. <ul style="list-style-type: none"> ▪ To consider and approve the bank reconciliation. ▪ Financial report for May and June 2026 ▪ Insurance renewal 2026 with Asset Register review. ▪ Annual Accounts ▪ Grants for approval ▪ Printer Colour Toner Replacement ▪ Mileage allowance update for 2026/27 ▪ To approve schedule of payments and payments requiring preauthorisation for payment.
2026/07/13	Date of the next meeting. To note that the next scheduled meeting of Newport Parish Council will be held on 8 th September 2026 in the Newport Primary School commencing 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 – July 2026 - Papers for consideration and action

2026/07/02 Declarations of interest under the Localism Act 2011

- Declaration of Interests – Following the advice from ERYC on 10th June 2026 Cllrs requested to submit a new declaration of interest on 10.06.26 with their home address withheld.

2026/07/03 Update on actions completed following the May meetings and confirm next steps.

- Consideration of establishing a **Community Garden** – Lead Cllr G Shields.
<https://newportpc.org.uk/newport-parish-council-are-inviting-expressions-of-interest-from-newport-residents-for-the-establishment-and-development-of-a-community-garden/> Cllrs to consider the responses received and confirm the next steps. RHS guidance re the Set up a community garden <https://www.rhs.org.uk/get-involved/community-gardening/resources/community-garden> One resident response received 31.05.26.
- **Wallingfen Methodist Church and Centre** – Memorial Clock.
 - Request submitted to Wilkin Chapman Rollits solicitors for a solicitor’s letter to be sent to the trustees requesting that the clock be reinstated. Standard enquiry form submitted with additional information on 22.05.26. Acknowledgement received 29.05.26 confirming they are in the process of considering the documents and information and will be in touch ASAP. Update requested 22.06.26. Cllrs to note and confirm any further required actions.
 - Cllr Wilkinson confirmed 29.05.26 that a response is outstanding from D Davis MP.
- **Annual Play Area Inspection.** To be completed in Autumn 2026. Quotations for consideration.
 - The Play Inspections Company - £310 + VAT
 - Kompan - £414 + VAT
 - Rospa Playsafety – £198.00 + VAT for completion in September / October.
 - Cllrs to consider and confirm preference for the annual inspection.
- **Village Sign Main Road (East)** – A Barker contacted M Kendall 13.05.26 who confirmed a brace has been fitted to prevent collapse. He will complete the work when they get some action from ERYC with regards the flooding outside their property. Cllr Mansell to provide an update with regards to potential support from the Bishop Burton College Building Apprentices Cllrs to note.
- **Streetscene Hub / Emily Mounsor re traffic data.** Update received 05.06.26. Ref No 2358009.

- The lining for the new give-way markings has been installed.
- The Londis loading bay. ERYC have received some ad hoc funding this financial year to deliver several schemes. While the loading bay is included within this programme, it is currently considered a lower priority as there are no associated safety concerns. As a result, it is possible that the available funding may be fully allocated to higher priority schemes. Therefore, whilst the loading bay remains on the list as a potential project, we would not want to commit to it being delivered this year, as this will be dependent on whether sufficient funding remains available.
- ERYC Update provided with regards to Speed data for within the 30mph speed limit on Main Road, Newport: All Day average speed 24.4mph. All Day 85th 31.6mph. The 85th percentile speed is the speed at or below which 85% of drivers travel under free-flow conditions. In other words, it represents the speed chosen by the majority of “reasonable and prudent” drivers on a roadway. Cllrs to note.
- **ERYC Pest Control - Rats** - Canal Side West Newport near the play area HU15 2RN. Treatment commenced 27.05.26 with Bait boxes and warning signs in place. Numerous visits completed and report provided. No runs or burrows noted. Final report received 30.06.26 confirming that the pest control treatment has been completed and baits removed from site. The only evidence was of field mice on the baits. They have had no indications of there being a rat infestation The cost of the treatment is £105. Initial payment refunded and VAT Invoice outstanding.

2026/07/04 Newport Parish Community Projects, Parish Matters and Clerk update. To receive reports and approve actions.

- **Community Payback Tasks 2026.** Request made for support to cut back the Cemetery Access Rd weeds. Extensive list of jobs received from St Stephens PCC 30.06.26. Cllrs to consider the tasks to be requested and the associated costs.
- **Village Checklist Feedback** – Inspections completed 01.06.26 and 07.07.26.
 - Checklists updated for the Village and the individual play areas.
 - Main Road Play Area inspection completed following the installation of the new swings by Absolute Play by the Play Inspection Company on 28.05.26.
 - Picnic Benches to replace the 2 old seats installed.
 - Cllrs to note.

2026/07/05 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:

- 26/00791/PLF 3 Thimblehall Lane (Hammond Homes (Lincs) Ltd). ERYC Approved 09.06.26.
- 26/00756/OHL Northern Powergrid. ERYC Query Answered 24.04.26.
- 26/01044/VAR 15 West Close (Turner) ERYC Approved 19.06.26

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:

- 26/01044/VAR Variation of Condition 4 (Approved Plans) of planning permission 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) to allow for reduction and alterations to design - 15 West Close (Turner) NPC Approved 22.05.26.
- 26/01270/PLF Change of use of land to domestic garden associated with The Poplars, 107 Main Road, Newport and siting of two container units (retrospective) - (Mosey) NPC Approved 13.06.26

- 26/01460/PLF Erection of single and two storey extension to rear following demolition of existing single storey extension (Revised scheme to 25/02289/PLF) - 18 Canal Side West (Falkingham) NPC Approved 01.07.26
- 26/01611/PLF Erection of single storey extensions to front and side - Victoria Cottage, Landing Lane – Outstanding.

Other Planning matters.

- Derelict land Canal Side West, Newport - 25/00288/UNTIDY. On 03.07.26 ERYC confirmed a recent site inspection has confirmed that the required works have not been undertaken, and the land remains in breach of the requirements of the Section 215 Notice. The owner is now being written to and will be given a final opportunity, over the coming weeks, to remedy the breach. A further site inspection will then be undertaken to assess compliance. Should the notice remain unfulfilled following the further opportunity afforded to the owner, the Council will review the matter and consider the expediency of pursuing further enforcement action. ERYC will provide a further update in due course.
- EN0110032 Humber Head Solar project - EIA scoping notification. To Cllrs 27.05.26. Cllr O’Connell expressed a preference for agricultural land not to be used.

2026/07/06 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 / Newsletter forwarded to Cllrs.
- **Training attended since the last meeting**
- ICCM - Martyn’s Law: Cemeteries & Crematoria Planning for Compliance webinar attended – A Barker. Link below to the recording. <https://youtu.be/N6GwyCYqaoQ?si=46Wb5OYCNRAowi8E>
- Scribe – Positive outcomes from procurement webinar / External Audit queries – A Barker
- Northern Gas Networks: East Coast Hydrogen Parish Council Webinar - Humber – A Barker
- ERYC - Information governance and feedback webinar – A Barker
- Martyn’s Law – Clear Councils webinar – A Barker attended.
- **Training planned / booked.**
- ERNLLCA District Committee Meeting – 8th July 2026. A Barker attending. Cllr Robinson invited.
- ERNLLCA – Cemetery Operations and Compliance. 14th and 15th July 2026. A Barker attending.
- ICCM Cemetery Planning: Soil and Drainage Management 28.07.26. A Barker attending.
- ERNLLCA Conference 29.09.26 - A Barker to attend. Cllr R Bate to confirm availability.
- ERNLLCA AGM Thurs 22nd October at 7pm – Zoom. Cllr Robinson and A Barker to attend.
- **Additional Training available.** Cllrs to confirm if they wish to attend any events.
- Lantra Traffic Management for Community - 17th July at Beverley. The cost of the session would be £150 per delegate this is including certification costs.
- ERYC Virtual Meet and Greet on Thursday, 16 July at 17:30 - 19:00.
- Martyn’s Law Webinar - Home Office, 20 July at 2.30pm via teams.
- **Potential Training Attendance** - Cllrs to consider and ratify any applications to attend training.

2026/07/07 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 26.05.26 that both timers will be replaced.
- ERYC quote for 4 additional timers - £882.84 plus VAT.
- Meter Point Administration Number (MPAN) agreed with Northern Powergrid on 27.05.26.
- Conrad Electricity – Original Quote request 13.05.26. Formal supply request submitted 22.05.26. 1, 2 and 3-year contract options considered. Confirmed with Brough Town Council that they use this supplier. Contract agreed for a 3-year contract at an initial cost of circa £50 per annum subject to usage on 26.05.26. (Standing Charge £1.05 per day x 35 days x 3 years. The night rate does not apply as the lights are on from 4pm to 10.30pm. Will be charged 2.2p per kilowatt hour for 6.5 hours x 35 days). Contract signed 29.05.26. DDM set up for future payments 04.06.26
- Cllr Cressey to submit a full proposal to enhance the festive lighting display including budget requirements to the July meeting. Meeting completed 09.06.26 – L Cressey / J Lamming and A Barker. Agreed 2 additional motifs on Lamp Posts 25 and 37. Interactive requested to provide a revised contract 16.06.26.

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

2026/07/08 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/polices-orders/>

- Subject Access Request form, Document Retention Policy, Personnel Committee Terms of Reference, Contractor and General Maintenance Risk Assessment, Information Technology Policy, Memorial Management Policy.
- Cllrs to review, approve and ratify. Lead Officer - A Barker.

2026/07/09 Cllr and Clerk updates and correspondence received for action. To receive reports and approve actions.

- **Newport Village Hall Trustees update to be provided.**
- Annual Town and Parish Council **Planning Liaison Meetings** – 16th and 18th June 2026. Information to Cllrs 14.05.26
- An introduction to **East Coast Hydrogen** for Northern Gas Networks – Webinar 8th June 2026 – Information to Cllrs 29.05.26
- **Goole Hospital** – Updated posted and to Cllrs 29.05.26.
- **Teal Road** - Missing fence panel on the green area. Resolved with the assistance of the Hull and District Angling Association who have put up notices on their social media and website asking members not to use the fence as a cut-through. The land is not registered as an asset of Newport Parish Council.
- Residents’ concerns re empty packets of **ring shots** and a package from a ring shot gun. Information provided and a link to the Humberside Police reporting form.
- **Gilberdyke Parish Council.** Contact made with Jake Wilde 26.05.26. 3 Ward Cllrs have been appointed so the Council can operate. At this time there are 2 Parish Councillors. Quorum of 3 advised by ERYC. Since this date several Councillors have been co-opted. Support offered but not required at this time.
- **Temporary Road Closure** – Canal side West of Motorway, Newport between 8:00-17:00 commencing 1st July 2026 to allow works for Canal Side West, North of Motorway, Newport.
- ERYC Information shared re the Preparation for a new **East Riding Local Plan** – 01.07.26.

2026/07/10 Burials / Cemetery Update including.

- Clerk Report and Finance report to be provided. Lead Officer - A Barker.
- **Newport Churchyard and Cemetery Memorial Inspection update.**
- **Cemetery** – Annual Inspection of Cat 1 and Cat 2 memorials due in July 2026.
- **Old Churchyard** – Inspections completed June 2026.
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Category 1	8
Category 2	16
Category 3	141
N/A	1
Total Inspections	166

- **Report / Potential Actions.**
- Several headstones in the Old Churchyard have previously been laid down. No further action is required.
- In the old Churchyard 4 headstones have a stake and rope in place to prevent the headstone from falling. Re-stake the headstones. 4 headstones require a stake and band. Any headstones rated as Cat 1 or 2 to be reviewed annually and laid down if they become critical. A faculty will be required from York prior to this course of action.
- The trees to the front of the Churchyard will require a reduction in height and overhang. Request a contribution from St Stephens / York. Faculty to be requested. To obtain quotes for the work to be completed in Autumn.
- The bushes to the Old Vicarage Access roadside of the Churchyard require cutting back as do the hedges to the Old Vicarage side. Request a contribution from St Stephens / York. Faculty to be requested. Work to be completed in Autumn.
- The Cemetery Access Road hedges and verges will need cutting. Contact Mr Coppack / Obtain quotes from Newport PC contractors / Enquiry re Community Payback 23.06.26.
- Cllrs to note.

2026/07/11 Newport Newsletter

Newport Parish Council – Cllrs to consider the publication of a newsletter in November / December and the associated cost. Lead Officer – Cllr Cressey. Supporting Document <https://newportpc.org.uk/newport-parish-council/>.

2026/07/12 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 May and June 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
- **Insurance renewal 2026 with Asset Register review.** Review completed of asset values following the installation of the new play equipment and seats at the Main Road play area with the insurance schedule received 02.07.26. Overall assets have increased by £1,230. Community Assets increased by £1,265 (Festive Lights), Play Equipment and Safety surface £665. Seats reduced by £700 (Main Rd Play Area). No changes proposed to the insurance as within the current sum assured. Renewal premium of £923.12 received for the second year of the 3-year agreement from 01.08.25. An increase of £18.96 due to the increase in sum assured. Cllrs recommended to accept the quotation from Clear Councils with Ecclesiastical Insurance.
- **Annual Accounts** – Published 1st June 2026. - Unaudited returned published on the website and noticeboard. The period of public rights ends 14th July 2026.
- **Grant application** – Men in Sheds. No further update received.
- **Mileage Allowance update.** Chancellor Rachel Reeves confirmed on 21 May 2026 the travel allowance has been frozen at 45p per mile for the first 10,000 miles driven in each tax year since 2011. Rachel Reeves confirmed it would increase by 10p to 55p per mile; backdated to April 2026. Cllrs to consider and approve the increase in the travel expenses allowance. <https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax>
- **Clerk** – Hours completed (Including holiday hrs). May 26 – 61 hrs and June 26 - 61 hrs

Expenditure for Cllrs to consider and approve.

- **Printer Colour Toner replacement** – Cyan, Magenta and Yellow to be replaced. Comparative quotations to be shared with Cllrs.
- **Recommendation:** That the Council receives and notes the income and expenditure records, accepts the renewal offer from Clear Councils Insurance, authorises the purchase of replacement toner cartridges, approves the increase in Mileage Allowance, list of payments and raises any queries it may have.

Appendix 1

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
12.05.26	HSBC Banking Charges	£1.00	
13.05.26	ERNLLCA - Annual Fee	£734.83	
18.05.26	ICCM Training - Travel	£54.22	
22.05.26	ICCM Training - Course	£120.00	
27.05.26	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
26.05.26	A Share - Cemetery Maintenance May 2026	£480	
27.05.26	ERYC - Pest Control at Main Rd Play Area	£105	
28.05.26	P W Coates INV 178 Total May 26	£1,696.00	
27.05.26	Clerk - Meeting and Travel Expenses	£22.95	
29.05.26	HMRC - NI and Income Tax Ref 2702	£385.18	
29.05.26	Staff Salaries - May	£1,000.13	
Receipts to be noted			
12.05.26	Cemetery Fees		£560.00
27.05.26	Cemetery Fees		£770.00

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
09.06.26	Absolute Play	£10,032.06	
29.06.26	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
11.06.26	S Goddard - Bus Shelter Cleaning	£96	
22.06.26	JRB Enterproses - Dog Gloves -	£330.00	
29.06.26	A Share - Cemetery Maintenance June 2026	£480	
29.06.26	P W Coates INV 179 Total June 26	£1,601.00	
29.06.26	Clerk - Meeting and Travel Expenses	£31.95	
30.06.26	HMRC - NI and Income Tax Ref 2703	£394.04	
30.06.26	Staff Salaries - June Pay	£1,014.60	
Receipts to			
01.06.26	Cemetery Fee		£1,250.00
02.06.26	Cemetery Fee		£155.00
09.06.26	ERYC Refund - Pest Control		£105.00
22.06.26	Cemetery Fee		£405.00
22.06.26	Cemetery Fee		£110