



E Mail: clerk@newportpc.org.uk
 Website: <https://newportpc.org.uk/>

1st September 2026

Dear Councillor,

Ordinary Meeting of Newport Parish Council

You are hereby summoned to attend a meeting to be held on Tuesday 8th September 2026, commencing at 7pm, in the Newport Village Hall.

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

2026/09/01	To note Members absence and to consider agreeing the reason given for absence.
2026/09/02	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.
2026/09/03	Minutes of the Council Meeting held on 14th July 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 July meeting and confirm next steps
2026/09/04	Newport Parish Community Projects and Parish Matters. To receive reports and approve actions. ▪ Community Payback Tasks 2026 ▪ Village checklist feedback
2026/09/05	To consider planning applications received, to note planning decisions and review Planning enforcement updates
2026/09/06	Clerk and Councillor Training update. To receive reports and approve actions.
2026/09/07	Working Party Updates. To receive reports and approve actions. ▪ Planning for the 2026 Christmas Lights. ▪ Skatepark development ▪ Newport Community Awards ▪ Key Projects 2026/27.
2026/09/08	Policies and Procedures for consideration, review and approval To complete the Annual review of the following Newport Parish Council policies: - ▪ Working Groups Protocol / Privacy Policy / Website Accessibility statement / Complaints Policy. ▪ Supporting Documents: https://newportpc.org.uk/polices-orders/

2026/09/09	Cllr and Clerk updates and correspondence received for action. To receive reports and approve actions.
2026/09/10	Burials / Cemetery Update. To receive reports and approve actions. ▪ Clerk Report and Finance report. ▪ Cemetery Extension and Waste Management ▪ Newport Churchyard and Cemetery Memorial Inspection update. ▪ St Stephens Church Trees ▪ Cemetery extension including Local Plan Land Submissions.
2026/09/11	Newport Newsletter update. To receive reports and approve actions.
2026/09/12	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 for July and August 2026 ▪ Annual Accounts (AGAR) and action plan. ▪ Grants for approval ▪ Clerk Hours – July and August 2026. ▪ To approve the audit action plan, reserves balance, schedule of payments and payments requiring preauthorisation for payment.
2026/09/13	Date of the next meeting. To note that the next scheduled meeting of Newport Parish Council will be held on 10 th November 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 – September 2026 - Papers for consideration and action

2026/09/02 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 with their home address withheld. **Cllrs Lamming, Pettit, Preston, R Bate and O’Connell to provide an updated declaration.**

2026/09/03 Update on actions completed following the July meeting and confirm next steps.

- **Wallingfen Methodist Church and Centre – Memorial Clock.**
 - 14.07.26. Cllr Wilkinson confirmed that further information has been requested by D Davis MP office.
 - 07.08.26 Sir David Davis has written to the President of the Methodist Conference to impress upon him the need to keep the clock maintained and to ask for Newport Parish Council to be granted access to perform any necessary work.
 - 15.07.26. Request cancelled to Wilkin Chapman Rollits solicitors due to unacceptable service.
 - Guidance sought from 3 further solicitors. Based on the initial guidance received a further email sent by Newport Parish Council to the Methodist Church advising that unless the requests are met solicitors will be instructed to take further legal action.
 - 03.08.26. Letter sent to the Hull (Centre and West) Managing Trustees, Methodist Property Support, Methodist Central Office and the Methodist Conservation Officer confirming the Newport Parish Council position and requesting access / electricity supply to re activate the clock within 14 days.
 - 18.08.26 Letter received from the solicitors acting on behalf of the Managing Trustees of the Hull (Central and West) Methodist Circuit. Information shared with Cllrs Mansell and Shields.
 - ERYC Archives visit completed and summary prepared 25.08.26. Information confirmed re the purchase and installation of the war memorial.
 - Letter prepared for Cllrs to consider in response.
 - Cllrs to note and confirm any further required actions.

- **Annual Play Area Inspection.** Rospa Playsafety appointed 16.07.26 who confirmed that the inspection of the play areas is scheduled to take place during September. 'Kidzone' Playground, Main Road and the Brickyard. The initial set fee is to inspect up to five play items; there is an additional fee of £4.00 per item over five. Parish Council fee - £83.00 + VAT per play area
- **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.
- **Londis loading bay.** Last update received 05.06.26. Ref No 2358009. Officer – Emily Mounsor
- Streetscene Hub confirmed 21.07.26 that the request submitted by Cllr N Wilkinson for the introduction of a **20 MPH Speed Limit** outside Newport Primary School on Main Road, Newport has been logged. Reference Number for this enquiry is 2358721. ERYC response shared with Cllrs 03.08.26: -
 - The Council sets and assesses speed limits based on current Department for Transport (DfT) guidance. This guidance states that 20mph speed limits are best suited to highly trafficked town centres where pedestrian and cycling activity is very high, and in the vicinity of schools. Generally, 20mph zones are implemented where average vehicle speeds are already at or below 24mph. As 20mph speed limits are not routinely enforced by the Police, ERYC aim to consider only locations where they would be regarded as 'self-enforcing'.
 - It is also worth noting that, if the speed limit were reduced, the current speed enforcement undertaken on Main Road would likely be removed. This is something we would be cautious about affecting.
 - Using the Humberside Speed Compliance Tool, which shows the average speeds of connected vehicles across the county, ERYC can see that the average vehicle speed in the vicinity of Newport Primary School is 33.7mph (between Canal Side West and Thimblehall Lane).
 - They have also reviewed the recorded personal injury collision data, which shows that there have been no recorded personal injury collisions on this section of Main Road during the last five-year period. This represents an excellent road safety record.
 - Given this excellent road safety record, and the fact that the current average vehicle speed is considerably above the 24mph threshold mentioned above, ERYC would not consider reducing the speed limit on Main Road, Newport, at this time.
 - 03.08.26. **PC Oliver Turner** invited to attend the September meeting to provide a Humberside Police update and guidance.

2026/09/04 Newport Parish Community Projects, Parish Matters and Clerk update. To receive reports and approve actions.

- **Community Payback Tasks 2026.** Consideration given to the work request received from the St Stephens PCC. A Barker met with the PCC on 05.08.26 to agree the **scope and scale of the work** to be completed. Request sent to the Community Payback team. Street sign cleaning also requested 21.08.26.
- **Village Checklist Feedback** – Inspections completed 03.08.26 and 01.09.26.
 - Checklists updated for the Village and the individual play areas.
 - Damage to the swings in the small play area reported 21.08.26 and repair planned. Cllrs to note.

2026/09/05 To consider planning applications received; to note planning decisions and review Planning enforcement updates 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:

- 26/01270/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) Approved 23.07.26
- 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) Approved 27.07.26
- 26/01611/PLF Erection of single storey extensions to front and side - Victoria Cottage, Landing Lane – EPC Approved 10.07.26. Approved 25.08.26

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:

- 26/01151/PLF Installation of a shop front, awning and signage (Retrospective Application) 123 Main Road (Foreman) Lane – EPC Approved 03.08.26
- 26/01921/PLF Change of use of building from mixed use coffee shop (Use Class E) and dwelling (first and second floors) (Use Class C3) to mixed use coffee shop (Use Class E) and letting rooms (first and second floors) (Use Class C1) (Retrospective Application) 123 Main Road (Foreman) – EPC Approved 03.08.26
- 26/02186/PLF Erection of garage/store outbuilding; erection of greenhouse and extension to log store. 107 Main Road (Mosey) - TBC

Other Planning matters.

- Derelict land Canal Side West, Newport - 25/00288/UNTIDY. Last update 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. Information passed to Cllr N Wilkinson on 15.07.26. ERYC Planning enforcement provided a response on 21.07.26 confirming that the planning enforcement case remains active. Further update requested 18.08.26.

2026/09/06 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**
 - ERNLLCA – Cemetery Operations and Compliance. 14 and 15.07.26. A Barker attended.
 - ICCM Cemetery Planning: Soil and Drainage Management 28.07.26. Feedback from the course to be provided. A Barker attended.
 - Martyn's Law Webinar - Home Office – 20.07.26. A Barker attended. The latest guidance re Martyn's Law is available via the following link. <https://www.protectuk.police.uk/martyns-law/resources> Recommend that Newport Parish Council consider as part of the emergency plan that so far as is reasonably practicable, appropriate public protection procedures that could be reasonably expected to reduce the risk of physical harm if an attack occurs at a Parish Council event. These procedures could include plans for Evacuation, Monitoring, Invacuation, Lockdown and Communication.
- **Training planned / booked.**
 - ERNLLCA Employment Law 15.09.26 - A Barker to attend.
 - Scribe - How to Read a Planning Application 03.09.26 / Scribefest 17.09.26 – A Barker to attend
 - ERNLLCA Conference 29.09.26 - A Barker to attend.
- **Additional Training available.**
 - ERNLLCA Cllr induction and refresher information shared 18.08.26.
 - ERNLLCA AGM Thurs 22.10.26 at 7pm – Worlaby Village Hall, Brigg DN20 0LZ. Current ERNLLCA delegates Cllr Robinson and A Barker. All Cllrs can attend. (Cllr G Bate checking diary 29.07.26)
 - Cllrs to confirm if they wish to attend any events. Cllrs to consider and ratify any applications to attend training.

2026/09/07 Working Party Update.

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

- Meeting completed 05.08.26 re the Christmas Lights 2026. Cllr Cressey and A Barker.
- The lights switch on will be Friday 27th November 2026. Cllr Cressey has discussed an extended contract with Interactive Grottos and will provide further details at the September meeting. Information to be provided with regards to the installation of 2 additional motifs (on lamp posts 25 and 12 - The end of Meadow Lane with the Tommy installed). Cllr Cressey confirmed they will be the same motifs with identical energy usage. Update requested 28.08.26

- ERYC requested on 05.08.26 to instal the 2 additional timers at a cost of circa £450 + VAT and for the replacement to be completed of the 2 faulty timers. Update requested 28.08. 26
- Cllr Shields proposed, seconded by Cllr Robinson that authority be delegated to Cllr Mansell to approve the Christmas lighting contract and expenditure at the July meeting ref 2026 07 07.

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

- **Skatepark development.** Cllr Mansell to share thoughts re this potential project. Cllrs to consider the feasibility and ratify a plan of action. If the Cemetery extension is not possible, funds may be available from reserves in addition to any grant funding available.
- **Newport Community Awards.** Following the July meeting Cllr Shields shared a suggestion to create a community service award for residents of Newport who provide voluntary services. Such things as environmental Improvements, i.e. tree planting, litter picking, organising community events, and any other actions that benefit the community/environment of Newport. suggestions could be put forward by any parishioner or parish council member to nominate individuals. The award would range from £50-£100 and may include a certificate of recognition and perhaps a small trophy. Invitations for nominations could be put on the village website and Facebook. the award could be made quarterly or on an ad hoc basis. Councillors and other Office holders would be ineligible. Ideas for an appropriate title would be required. Cllrs to consider the proposal and ratify a plan of action.

2026/09/08 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/>

- Working Groups Protocol – No changes proposed.
- Privacy Policy – No changes proposed.
- Website Accessibility statement – Review and update completed with regards to the testing completed in line with regards to the guidance received from Aubergine 262 on 05.08.26 and 21.08.26.
- Complaints Policy. Following guidance from ERNLLCA because of the new requirements introduced to the Data Protection Complaints process with effect from 19th June 2026 the Complaints policy has been re written based on the ERNLLCA guidance.
- Cllrs to review, approve and ratify. Lead Officer - A Barker.

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

- **Newport Village Hall Trustees update to be provided.**
- **Gilberdyke Parish Council.** Cllrs expressed a desire to work collaboratively with Gilberdyke Parish Council at the July meeting. Cllrs Mansell and Shields agreed to make an initial approach on behalf of Newport PC and will provide an update at the meeting.
- ERYC Scoping Consultation for the new **East Riding Local Plan** including Calls for sites information – to Cllrs 20.07.26 and 29.07.26.
- **A63/M62 junction 38 westbound exit slip road** – lighting upgrades start 10 August – To Cllrs and website 27.07.26.
- 14.08.26 – Further **gap in the fence** on green area at Teal Road HU15 2PW (NS). Visit completed 22.08.26 and report submitted to ERYC for repair
- 19.08.26. **Dog Control and Noise Pollution** – Concerns raised by Cllr Lamming following resident feedback. Residents to be provided with the links below to assist in registering their concerns with ERYC.
 - Dog control and ownership <https://share.google/U8TRnH1RpZzqglIR3>
 - Dog Fouling Resources for Parish Councils <https://share.google/QFJsWD0uNy1XtiihC>
 - Noise pollution <https://share.google/DT3cMql0qivSOqrfrn>
 - New licence applicants <https://share.google/WSDcm7WZOXhi525ZH>
 - **Dog control stickers** received from ERYC to be placed in the areas mentioned.
- ERYC Driffeld Town and Parish **Council meet and greet** – 13.10.26 – Information shared with Cllrs.

2026/09/10 Burials / Cemetery Update including.

- Clerk Report and Finance report to be provided. Lead Officer - A Barker.
- ERYC requested to remove the **Wasps nest** in the Cemetery on 26.08.26.
- Catherine Copp Email 15.07.26 re stake and band of Cat 1 memorials. Work completed 03.08.26 – No reply.

- **Local Plan Land Submissions.** Email sent to The York Diocesan Board of Finance Limited as they have submitted Land ID/547 to ERYC via their agent Davina Fillingham of Dee Atkinson and Harrison for an indicative housing capacity of 48 dwellings. Request made for the diocese to confirm whether they would be willing to discuss selling approximately 30% of the land to Newport Parish Council for development as a Cemetery as the land is located 93 meters from the Church of St Stephen which would be ideal when considering future burial needs. Hugo Cobham (Property, Glebe & Trusts Officer) confirmed 20.07.26 that he will discuss this matter with the managing agents and will revert to Newport Parish Council in respect of the expression of interest. Land ID/220 has also been submitted. Chased 27.07.26 and 18.08.26.
- Adam Muspratt (CDS) 29.07.26. Information sent re Land site allocation ID547 requests for review and advice. 19.08.26. Planning and Environment Review received to be shared at the meeting. Initial proposal to produce a tier 2 environment agency groundwater risk assessment received. Fee proposal for a stage 1 and stage 2 assessment received (£6,842.50 + VAT)
- Callum Ward (CDS) 04.08.26. Cemetery Waste removal (Quote received for the sampling, testing and disposal letter - £1,480 plus VAT). <https://www.gov.uk/government/publications/protecting-groundwater-from-human-burials/protecting-groundwater-from-human-burials>
- Callum Ward (CDS) 18.08.26. Landscaped bunds can be an option; however, they need a purpose - such as noise reduction or urn placement. The creation of bunds for the sole purpose of getting rid of the waste soil isn't an option. Essentially, the soil is currently a waste, it needs a purpose under a Materials Management Plan, to therefore not be classified as a waste and essentially a landfill. The creation of bunds along ditch lines and under trees would also lead to further issues on the cemetery itself regarding flooding.
- **Newport Churchyard and Cemetery Memorial Inspection results reviewed.**
 - The old Churchyard Headstones inspection complete. 8 assessed as Category 1. 4 headstones currently are staked. New stake and band added for 1 and 3 refixed. 4 headstones stake and a band installed 03.08.26.
 - 12-month reinspection of the Category 1 memorials in Newport Cemetery completed. 6 repairs completed in the last 12 months. 34 continue to be staked with a band. Limited movement of the stakes to be addressed in the autumn.
 - 21.07.26. 12-month reinspection of the Category 2 memorials in Newport Cemetery completed. 22 remain Category 2. 2 moved to category 1 and stake / band added. 21 moved to Category 3 to reinspect in 4 years as no movement. 1 repaired by SP Memorials,
 - Contact made with the **ERYC trees team** to confirm the work required for the trees adjacent to the B1230 and the boundary hedges adjacent to the **Old Vicarage access road** and adjacent to the house. 20.07.26. ERYC confirmed as the trees are not in a Conservation Area and are not protected by a Tree Preservation Order (TPO) or Planning Condition, no permission required from ERYC to carry out works to the trees. 20.07.26 – Nick Wilkes Principal Tree Officer Planning and Development Management Trees Team confirmed the trees at St Stephen's Church Main Road Newport Brough are not protected by a TPO and are not in the conservation area. He recommends contacting a local tree contractor to inspect the trees. Proposals requested from 3 arboriculture contractors 24.08.26. Contact to be made with Mr Coppack and the owners of the Old Butchers shop to cut back their hedges alongside the Cemetery access Rd in September.
- Cllrs to note.

2026/09/11 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/>.

2026/09/12 Finances –To consider and approve payments and income for the period in accordance with the budget. To consider and approve the bank reconciliation. Lead Officer - A Barker

- **Financial report** for July and August 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
- **Annual Audit and Accounts**
 - Published 1st June 2026. Unaudited returned published on the website and noticeboard. The period of public rights ended 14th July 2026.
 - Completion of the review for the year ended 31 March 2026 notice from PKF Littlejohn outstanding.

- Following receipt of the external auditor report an audit action plan to be prepared and implemented.
- **Earmarked and General Reserves at 31.03.26.**
- Cllr Election Reserves - £3,550
- Youth Provision - £18,853
- Bus Shelters repair and replacement- £2,116
- Future Land Purchase to Extend the Cemetery - £40,816
- Burial Grounds Improvement / development - £44,484
- General Reserves Minus £777. Monies held in the Contingency reserve and the Parish and Village Plan moved to this reserve. - £24,829. Balance at 31.07.26 - £19,137.
- **Total reserves at 31.03.26 – £134,649**
- VAT Reclaim submitted 01.04.26 - £4,224.36 reclaimed.
- 2026/27 Budget update and plan for 2027/28 to be provided at the **November** Newport Parish Council Meeting. Further update to be provided at 31.03.27.
- **Grant application** – Men in Sheds. Grant application received for consideration 25.08.26 and 29.08.26. Application shared with Cllrs for consideration.
- **Clerk** – Hours completed (Including holiday hrs). July 26 – 67 hrs and August 26 - 60 hrs

Expenditure for Cllrs to consider and approve.

- Newport Village Hall – booking fee 08.09.26 £21

Recommendation: That the Council receives and notes the income and expenditure records, list of payments, approves the reserves balances and raises any queries it may have.

Appendix 1

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
07.07.26	ERNLLCA - Cemetery management Course	£96	
12.07.26	HSBC Banking Charges	£1.00	
16.07.26	ERYC - Pest Control at Play Area	£105	
16.07.26	Insurance - Clear Councils	£923.12	
16.07.26	Clerk - Travel Expenses - Back Pay 01.04.26 to 30.06.26	£15.70	
17.07.26	Cartridge Save - Printer Toner	£290.78	
29.07.26	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
29.07.26	A Share - Cemetery Maintenance July 2026	£480	
29.07.26	P W Coates INV 180 Total July 26	£1,703.00	
29.07.26	Clerk - Meeting and Travel Expenses	£36.85	
31.07.26	HMRC - NI and Income Tax Ref 2704	£393.84	
31.07.26	Staff Salaries - July Pay	£1,014.80	
Receipts to be noted			
07.07.26	Cemetery Fee - JW Myers		£110.00
20.07.26	Cemetery Fee - D N Phillips		£155.00

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

Payments made pre authorised			
Date	Description	Payment Made	Receipts
26.08.26	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
26.08.26	Amazon - Printer Paper	£19.99	
27.08.26	A Share - Cemetery Maintenance August 2026	£240	
27.08.26	P W Coates INV 181 August 26	£1,045.00	
26.08.26	Clerk - Travel Expenses	£48.95	
28.08.26	HMRC - NI and Income Tax Ref 2705	£446.44	
28.08.26	Staff Salaries - August Pay	£1,102.20	
Receipts to be noted			
26.08.26	Memorial Permit - SP Memorials		£270.00
28.08.26	Memorial Permit refund - SP Memorials	£115	