E Mail: clerk@newportpc.org.uk
Website: https://newportpc.org.uk/
3rd November 2026

Dear Councillor,

Ordinary Meeting of Newport Parish Council

You are hereby summoned to attend a meeting to be held on Tuesday 10th November 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

2026/11/01	**To note Members absence and to consider agreeing the reason given for absence**.
2026/11/02	**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.
2026/11/03	**Minutes of the Council Meeting held on 8th September 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 September meeting and confirm next steps
2026/11/04	**Newport Parish Community Projects and Parish Matters.** To receive reports and approve actions. ▪ Community Payback – Further work and expenditure ▪ Village checklist feedback
2026/11/05	**To consider planning applications received, to note planning decisions and review Planning enforcement updates**
2026/11/06	**Clerk and Councillor Training update**. To receive reports and approve actions.
2026/11/07	**Working Party Updates**. To receive reports and approve actions. ▪ 2026 Christmas Lights and consideration of the extended contract offer for 2027 to 2029. ▪ Brickyard / Skatepark development ▪ Newport Community Awards ▪ Key Projects 2026/27.
2026/11/08	**Policies and Procedures for consideration, review and approval** To complete the Annual review of the following Newport Parish Council policies: - ▪ Biodiversity policy, Code of Conduct, Disciplinary and Grievance Hearing Procedure, Disciplinary Policy, Grievance Policy, Press and Media Policy Sexual and General Harassment Policy

	New / Updated plans to meet Internal and external Audit requirements ▪ Freedom of Information, Publication Scheme, Safeguarding Policy, Subject Access Request Supporting Documents: https://newportpc.org.uk/polices-orders/
2026/11/09	**Cllr and Clerk updates and correspondence received for action.** To receive reports and approve actions.
2026/11/10	**Burials / Cemetery Update.** To receive reports and approve actions. ▪ Clerk Report and Finance report. ▪ Local Plan Land Submissions ID/547 ▪ St Stephens Church Tree work ▪ Newport Cemetery maintenance contract and hedge work.
2026/11/11	**Newport Newsletter update. To receive reports and approve actions.**
2026/11/12	**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 September and October 2026 ▪ Annual Accounts (AGAR) and action plan. ▪ Appointment of Internal Auditor 2026/27 ▪ 2026/27 Budget update and initial precept planning including reserves balances. ▪ Grants for approval ▪ Clerk Hours – September and October 2026. ▪ Flagpole damage and replacement. To consider quotations received. ▪ To approve the schedule of payments and payments requiring preauthorisation for payment.
2026/11/13	**Date of the next meeting.** To note that the next scheduled meeting of Newport Parish Council will be held on 12 January 2027 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 – November 2026 - Papers for consideration and action

2026/11/02 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, and O'Connell to provide an updated declaration.**

2026/11/03 Update on actions completed following the September meeting and confirm next steps.

- **Wallingfen Methodist Church and Centre** – Memorial Clock. Update to be provided with regards to the letters received from Sinton's LPP (Solicitors to the trustees), email correspondence with David Davis MP's office, the War memorial Trust and ERYC re Listed Building Consent.
  - Cllrs to note and confirm any further required actions.
- **Annual Play Area Inspection**. **Complete 04.09.26.** Report considered and list of actions sent to Pete Coates 11.09.26. Review of work completed 19.10.26
- **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
- **Londis loading bay**. Last update received 05.06.26. Ref No 2358009. Officer – Emily Mounsor

2026/11/04 Newport Parish Community Projects, Parish Matters and Clerk update. To receive reports and approve actions.

- **Community Payback.** Further work and expenditure. 2 further seats in the Brickyard and the Main Road Play Area seat, paint the basket swing frame at the Brickyard and tidy up the BMX track. Cllrs to **consider and approve** incl proposed expenditure of circa £100.
- **Village Checklist Feedback** – Full Inspection completed 02.10.26, partial 19.10.26 and full 03.11.26.
  - Checklists updated on 02.10.26 for the Village and the individual play areas.
  - Cllrs to note.

2026/11/05 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:

- 26/01151/PLF Installation of a shop front, awning and signage (Retrospective Application) 123 Main Road (Foreman) Lane – Approved 10.09.26
- 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) –Approved 18.09.26
- 26/02186/PLF Erection of garage/store outbuilding; erection of greenhouse and extension to log store. 107 Main Road (Mosey) – Approved 19.10.26

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

- 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:

- N/A

Other Planning matters.

- Derelict land Canal Side West, Newport - 25/00288/UNTIDY. **Cllr Aitken** update requested **10.09.26**

2026/11/06 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 Employment Law Update 15.09.26 - A Barker attended
  - Scribefest 17.09.26 – A Barker attended
  - ERNLLCA Conference 29.09.26 - A Barker attended.
  - Scribe - Forecasting, Budgeting & Setting the Precept for Local Councils 20.10.26 and 21.10.26
  - ERYC – National Scheme of Planning Delegation. A Barker attended 22.10.26. Further information shared with Cllrs 03.11.26.
- **Training planned / booked.**

- ERNLLCA Caring for war memorials including best conservation practice, available grant funding, responsibilities, opportunities, best practice and ways to manage public expectations. 18.11.26. A Barker to attend

Additional Training available.

- **ERNLLCA – Clerks Training Event / Networking and Lunch (As detailed in the ERNLLCA Newsletter)** on 03.12.26 – Cost £30. Cllrs to consider whether the Clerk should attend and approve if agreed.
- 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.

- **2026 Christmas Lights and consideration of the extended contract offer for 2027 to 2029.**

- The lights switch on will be Friday 27th November 2026. P Coates will manage the tree installation and lights switch on. Website and noticeboard updates 19.10.26

- Installation of 2 additional motifs and 4 lamp post swirls for 2026 confirmed.
- Festive Lighting Permit – Submitted 16.10.26
- ERYC plan to instal the 2 additional timers on lamp posts 18 and 25 on Main Road (B1230) W/C 26.10.26
- **Extended contract offer from Interactive Grottos for 2027 to 2029**. Cllr Cressey to provide an update. Cllr Shields proposed, seconded by Cllr Robinson that authority be delegated to Cllr Mansell to approve the new Christmas lighting contract and expenditure at the July meeting ref 2026 07 07.
- **Brickyard / Skatepark development**. Cllrs Mansell and Shields to provide further information re this potential project. Cllrs to consider the feasibility and ratify a plan of action.
- **Newport Community Awards**. Cllrs to consider further nominations to be selected at the January 2026 meeting.
- **Key Projects 2026/27**. Cllrs requested to consider any further projects requiring funding in 2026/27.

2026/11/08 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/

- Biodiversity policy – No changes proposed.
- Code of Conduct – No changes proposed.
- Disciplinary and Grievance Hearing Procedure– No changes proposed.
- Disciplinary Policy, Grievance Policy – No changes proposed.
- Press and Media Policy – No changes recommended
- Sexual and General Harassment Policy – No changes recommended

New / Updated plans to meet Internal and external Audit requirements. Information shared with Cllrs 03.11.26

- Freedom of Information
- Publication Scheme,
- Safeguarding Policy,
- Subject Access Request

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

2026/11/09 Cllr and Clerk updates and correspondence received for action. To receive reports and approve actions.

- **Newport Village Hall Trustees.** Cllrs Preston, O'Connell and Shields requested to provide an update.
- **Gilberdyke and Newport Parish Councils** working together. Cllrs Mansell and Shields requested to provide an update.
- **Teal Road fence**. ERYC confirmed that the fence is not their property or responsibility on 10.09.26. P Coates has repaired the fence removing the gap in Oct 26.
- **MWCT Picnic Table.** Cllr Cressey to provide further information following the email of 17.09.26 outlining concerns re antisocial behaviour. Cllr Shields confirmed the MWCT had agreement from ERYC Highways to instal the table as they own the land. It had to be sited at least 2m from the kerb edge. 19.09.26. PCSO 7771 Johnson is identifying the youths and will look to attend the location at the times identified as being an issue. Cllrs to consider further actions.
- **East Riding of Yorkshire Lieutenancy** is hosting a free online webinar on Tuesday, 27th October 2026 at 5.00pm to raise awareness of The King's Award for Voluntary Service. Information to Cllrs 25.09.26
- **Biodiversity Public Meeting,** North Cave, 7 October – Invitation to Cllrs 01.10.26
- Town and Parish Council Suggestions for East Riding of Yorkshire Council **Scrutiny in 2027/28** - Response required by Monday, 7 December 2026 – To Cllrs 02.10.26
- **Driffield Food Bank letter** to all East Riding Parochial Church and Town Councils. – To Cllrs 02.10.26
- ERYC Parish & Town Council – **Flood Information**. Shared with Cllrs and website 14.10.26
- **Collation, Induction and Installation** of the Reverend Andy Broom in Howden Minster on Tuesday 24 November 2026 at 19:00. Invitation to Cllrs 21.10.26.
- **Rough Sleeper Estimate.** The estimate will take place on the evening of Monday 16 November 2026 into the morning of Tuesday 17 November 2026. Cllrs requested to confirm details of any rough sleepers by Wednesday 27th November 2026.
- **ERYC Local Plan -** Update on the East Riding Local Plan shared with Cllrs 30.10.26

2026/09/10 Burials / Cemetery Update including.

- Clerk Report and Finance report to be provided. Lead Officer - A Barker.

- **10.09.26 Local Plan Land Submissions ID/547.** Hugo Cobham confirmed that The York Diocesan Board of Finance Limited are not willing to consider selling part of the land allocation for a cemetery. Advised CDS. Also advised CDS that no plans to complete the Cemetery Waste removal.
- **St Stephens Churchyard Trees** adjacent to the B1230. Pollarding of the 18 Lime Trees to be completed including waste removal. Faculty confirmed 05.10.26. Cllrs to consider the 3 quotes received, **confirm the preferred contractor and authorise expenditure**.
- **Newport Cemetery maintenance.**

- Conifer top and sides to be cut, along with further tree works in the Cemetery. Quotations along with the proposed Cemetery Maintenance contract to be **shared and approved by Cllrs.**
- Cllrs to consider the **quotation provided, annual contract and consider approval**.

2026/11/11 Newport Newsletter

- Autumn newsletter published. Total cost of editor, printing and delivery £505 + VAT for 1000 copies. The Easter 2026 edition cost £485 + VAT.
- Cllr Cressey to confirm the date of the next edition of the Newsletter.

Supporting Document https://newportpc.org.uk/newport-parish-council/.

2026/11/12 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 September and October 2026. Cllrs Mansell and Preston (or other nominated Cllrs) 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**

- **10.09.26 Completion of the limited assurance review** report for the year ended 31 March 2026 received from PKF Littlejohn.
- **11.09.26 Notice of conclusion of audit** published on the website and noticeboard which details the rights of inspection, in line with the statutory requirements. The notice was published along with the certified AGAR (Sections 1, 2 & 3).
- **Findings and report from PKF Littlejohn.** On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
- **Audit action plan.** As a result of the report received no further actions are required. Information with regards to the new Digital AGAR considered. The Smaller Authorities Proper Practices Guide 2026/27 changes considered and will be incorporated in the financial management processes of the Council.

- **Appointment of Internal Auditor 2026/27 –** B Brooks has indicated that he would be willing to carry out the 2026/27 F3 Internal Audit on a desk-based end of year basis in accordance with the SAPPP 2026 and reported on the ERNLLCA Checklist. Cllrs to confirm that they are satisfied with the independence of the internal auditor and to ratify the appointment.
- **2026/27 Budget update and initial precept planning**

- Cllrs to consider the update to be provided with regards to the current year budget on 02.11.26.
- Reserves Balances – Cllrs to consider increasing the amount allocated for elections in the light of the information provided by ERYC with regards to the recent North Cave Cllr election cost. There will also be a charge of £75 for processing the Cllr nominations in May 27. Initial recommendation to allocate a reserve of £5,000 for future election costs.
- **Finance working group** – Proposed meeting date **Tues 15th December 2026**. Cllrs Shields, Preston, G Bate, R Bate and Pettit to be invited to attend.

- **Grant applications**

- **Men in Shed.** Information received that Circa 10 attendees at the meeting at the Scout Hut on 15.10.26. The 2 containers have been installed in a temporary position following funding by the National Lottery / Men in Sheds. An architect has been engaged (Howard Bruce) to assist with planning applications. No information shared re Newport attendees or request to draw down the grant. Cllrs to note.
- **Wallingfen Free Church - Christmas Lunch at Newport Village Hall.** Grant form and supporting information provided 23.10.26. The cost will be £20 per attendee. N Wright has suggested £120 to cover 6 meals. Cllrs to consider approval.

- **Village Hall Grant request.** Application for a grant towards the cost of replacement curtains with fire retardant materials to all the windows and the stage. This will be following the replacement of the windows and redecorating. Water ingress and damp around the windows was identified in the structural survey completed. Grant request of 50% of the cost of £4,646. Cllrs to consider approval.
- **Clerk** – Hours completed (Including holiday hrs). September 26 – 66.5 hrs and October 26 - 60 hrs
- **Flagpole damage and replacement.** A minimum of 3 quotations will be provided for Cllrs to consider.

Expenditure for Cllrs to consider and approve.

- Newport Village Hall – booking fee for the meeting on 10.11.26 £21
- Community Payback Materials - £34
- Interactive Grottos – Invoice 0605 for the 2026 display, installation and removal.
- Arlin Systems – Website Hosting Fee - £40

Recommendation: That the Council receives and notes the income and expenditure records, list of payments, considers and approves the external audit report and action plan, confirms the appointment of B Brookes as internal auditor having satisfied itself of the independence of the internal auditor, approves the reserves balances, any grant applications and raises any queries it may have.

Appendix 1

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

Payments made pre authorised			
Date	**Description**	**Payment Made**	**Receipts**
09.09.26	Newport Village Hall - September meeting	£21	
09.09.26	Rospa Play Safety Inspection	£237.60	
14.09.26	Community Award - Card. Hobbycraft	£7.00	
14.09.26	Community Award - Certificate Etsy	£2.42	
23.09.26	Community Award - Voucher purchase	£200.00	
28.09.26	NPC Clerk Business Line - Giff Gaff	£6	
Payments made to be retrospectively authorised			
07.09.26	Community Payback Materials - B&Q	£61.60	
11.09.26	PKF Littlejohn - External Audit	£504.00	
14.09.26	S Goddard - Bus Shelter Cleaning	£96.00	
28.09.26	A Share - Cemetery Maintenance September 2026	£480	
30.09.26	JRB Enterprises - Dog Gloves	£330	
29.09.26	P W Coates INV 182 Total September 26	£1,476.00	
29.09.26	Clerk - Meeting and Travel Expenses	£58.85	
30.09.26	HMRC - NI and Income Tax Ref 2706	£491.64	
30.09.26	Staff Salaries - September Pay	£1,177.98	
Receipts to			
30.09.26	ERYC - Precept Part 2		£19,000.00

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

Payments made pre authorised			
Date	**Description**	**Payment Made**	**Receipts**
02.10.26	ERNLLCA Conference	£42	
05.10.26	K Dwane - Newsletter Editor	£50	
16.10.26	Create TVT - Newsletter Delivery	£234	
14.10.26	Poste Haste - Newsletter Printing	£260	
26.10.26	NPC Clerk Business Line - Giff Gaff	£6	
19.10.26	Aldi - Sweets for Christmas Lights Event	£12.39	
Payments made to be retrospectively authorised			
20.10.26	The Sign Shed - BMX Sign	£34.97	
28.10.26	A Share - Cemetery Maintenance	£480	
28.10.26	P W Coates INV 183	£1,133.00	
26.10.26	Clerk - Meeting and Travel Expenses	£36.85	
30.10.26	HMRC - NI and Income Tax Ref 2707	£460.97	
30.10.26	Staff - October Salaries	£1,127.25	
Receipts			
01.10.26	Cemetery Fee - Mindful Memorials Selby		£155.00