

**Minutes of the meeting of Newport Parish Council held on 8 October 2019
at the Village Hall, Newport.**

1. **Apologies** - No apologies for absence were received. Apologies for lateness were submitted by Councillor R Bate.
2. **Declaration of interests** – Councillor Pettit declared a non-percuniary interest in agenda item 5a as a resident of the Meadow Court development.

Councillor R Bate joined the meeting.

3. **Minutes** – The minutes of the ordinary meeting held on 9 July 2019 and the extraordinary meeting held on 24 September 2019 were approved as a correct record. Moved by Councillor G Bate and seconded by Councillor Pettit.

4. **Public Forum**

A resident of Meadow Court was in attendance to raise concern in relation to the planning application to be considered by the Parish Council under agenda item 5a. The resident stated that the original plan had changed, including the orientation of the proposed dwellings, which would impact on the already limited access and space available for vehicles to maneuver and turn. Garages not in the original plan would lead to a loss of light in adjacent properties. In summarizing concerns, the resident stated that light, height and access were of concern.

The Chairman explained to the resident that the Parish Council was a statutory consultee only and that the final decision on the application would be made by the Planning Authority, East Riding of Yorkshire Council. The resident was made aware of his right to register to speak as an objector should the application subsequently be placed before the Planning Sub Committee for determination.

5. **(a) Planning applications received**

Proposal: Erection of two dwellings and detached garages (Plot 6 and 7) Ref. No: 19/03239/PLF |
Location: Meadow Court Development Land, Main Road, Newport, East Riding of Yorkshire, HU15 2PR.
Applicant: Michael James Property Developments Limited
Application type: Full Planning Permission

It was noted by members that a previous application for the site had already been considered by the Parish Council. The Chairman reminded members' that they would need to consider and comment upon the current application only and that the previous submission was now irrelevant for the purpose of the statutory consultation.

It was agreed that Newport Parish Council object to the application on the grounds that access is considered to be too tight and there are safety concerns from vehicles turning as no footpath is available for pedestrians. Parking is also limited due to the narrow road.

- (b) Notifications of decisions received**

Proposal: Erection of a two storey office/workshop block with associated car parking, external landscaping works and extension of existing access road with new site access junction following outline permission 14/01990/STOUT and 17/00955/STVAR (All matters to be considered)

Location: Land North of Main Road, Newport, East Riding of Yorkshire, HU15 2PR.

Applicant: Kitchen Civils Ltd

After taking all relevant issues into consideration, East Riding of Yorkshire Council had resolved to grant planning permission subject to conditions.

6. Clerk's report including updates on the minutes.

Matters arising

(i) Speed of outriders at the Tour de Yorkshire – Concerns about the speed of the outriders at the recent Tour de Yorkshire event and the potential risk to spectators, had been passed to the Police on behalf of the Parish Council.

(ii) Obstruction of speed sign on the eastbound carriageway of Main Road – Overhanging foliage from an adjacent willow tree had now been pruned and the sign was fully operational.

(iii) Concern regarding the condition of the underpass beneath the motorway flyover – The Chairman and Clerk had inspected the underpass on the monthly village walk around during July. All lighting panels were found to be illuminated, no obstructions or slippery surfaces were identified and safety barriers were in good condition.

(iv) Condition of timber fencing adjacent to the concrete bridge on Landing Lane – The Chairman and Clerk had inspected the fence and identified several sections requiring urgent repair.

It was agreed that remedial work be undertaken by the Parish Council.

It was noted that responsibility for cutting canal side banks was not a Parish Council matter but that of the Drainage Board. The Clerk had contacted the Drainage Board highlighting issues requiring attention including bank slippage, fly tipping, overgrown/uncut banks and broken fencing. Banks had since been cut.

(v) Pedestrian crossing at Newport Primary School/Newport Village Hall - concerns regarding the limited amount of time for pedestrians to safely cross Main Road prior to lights turning back to green – Following a visit by an engineer, new sensors had been fitted to detect movement on the crossing thereby extending the time pedestrians have to cross the road prior to lights returning to green, signalling traffic to move on.

(vi) Website Development – Work remained in progress. Members were thanked by the Clerk for their individual contributions.

(vii) Meadow Lane Junction – A plan of Meadow Lane junction prepared by the Traffic Working Group had been submitted to ERYC for realignment of the give way line, repainting of road markings and removal of the turning lane in the west direction. ERYC had advised that due to a six to eight-week backlog there would be a delay in the works being carried out. The Clerk advised that she would seek an update for the next meeting of the Parish Council.

(viii) Canal Side East parking on grassed area – Confirmation had been obtained that the grassed area in Canal Side East was owned by ERYC. An ER Officer had visited the location and concluded that there was no damage to the grassed area warranting no parking signs being placed there.

(ix) Thimblehall Old Lane request for dropped curbs – A request for a dropped curb on each side of Thimblehall Old Lane had been sent to ERYC and was under consideration.

(x) Meadow Court / Nettle Hill - query regarding the ownership of the green area on the left side of the road on the entry to the development – An ER Officer had visited the location and advised that the green area remained in the ownership of the former developer, the footpath and road being the responsibility of ERYC.

It was agreed that the Clerk contacts the developer to highlight the condition of the area.

(xi) Dyke adjacent to the motorway bridge - concern in relation to excessive overgrowth and potential flood risk – The Chairman and Clerk visited the site during July's monthly village walk around. The Clerk had since contacted the Drainage Board to query who was responsible for clearing this area.

(xii) Hidden Garden adjacent to Meadow Lane – The Clerk had sought advice from the Arboriculture Officer at ERYC following concerns raised by a resident in relation to alleged damage from tree roots. Advice provided by the Officer had subsequently been communicated to the resident.

(xiii) Clerks/RFO Induction Training - Approval was sought by the Clerk to attend training being run by ERNLLCA.

It was agreed that authority be granted for the Clerk to attend training and for the cost to be met by the Parish Council.

(xiv) Quotations – Quotations received by the Clerk were presented for consideration.

It was agreed that the following quotations be approved by the Parish Council for action by the Clerk.

Repair of broken fencing adjacent to the canal bridge on Landing Lane – £140.00

Christmas tree lighting, 4 lengths at £53.29 each – £213.16

The supply of reusable picket fencing to act as a safety barrier around Christmas trees at £140 per tree - £280.

The Parish Council requested that the Clerk obtain confirmation of the location of a new bin on Main Road, to replace the broken bin adjacent to the Jolly Sailor, prior to members authorising payment as detailed below.

Cost of bin £272.16 + VAT

Installation cost £105.00 + VAT

The Clerk's report was received and noted.

7. Finance

The Clerk presented reports for the period 11 – 31 July, August and September which were noted to be retrospective due to the Parish Council not being quorate to meet during August or September.

Income and expenditure for the period 11 to 31 July 2019

Income - cheques paid in by Burial Clerk £465.00 / £245.00 (total £710.00)
Money Market Account £307.60 interest received

Expenditure

Staff salaries (July 19) £1,259.73
JRB (Dog bags) £296.40
DSG Retail Ltd (Currys PC World) (new IT equipment and software + service plan) £927.98
HMRC PAYE/NI £416.93
Kitchen Civils (cemetery path) £890.05
Kitchen Civils (cemetery path) £3,000
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Total expenditure for the period 11 to 31 July 2019 = £15,791.09

Newport Parish Council – income and payments August 2019

Income (cheque paid in by Burial Clerk) £695.00

Expenditure

Staff salaries (August) £1,540.95
Clerk's expenses £9.61 (x2 box files and x1 ream of printer paper and postage (website contract document))
Burial Clerk (July salary) £211.25
Burial Clerk expenses £13.36 (Cemetery Postage)
Baldry's Coaches £210.00 (NGYP cinema trip)
B. Sherwood (Invoice no. 29 – burial grounds) £450.00
HMRC (PAYE/NIC) £192.68
P. Coates (Invoices 29 to 35 – village maintenance) £1,116.00
P. Coates (Invoice no. 36 – burial grounds) £590.00
Barrow Bookkeeping £115.00

Total expenditure during August 2019 = £4,448.85

Newport Parish Council – income and payments September 2019

Income – remittance from ERYC (30 September 19) £20,000 (council tax precept)

Expenditure

Staff salaries (September) £1,605.79
Clerk's Expenses £29.10 (x4 spare keys + key fobs + printer cartridge)
Burial Clerk (August salary) £211.25
B. Sherwood (Invoice no. 31) £450.00
P. Coates (Invoice no. 37 - burials) £420.00

P. Coates (Invoice no. 38 - brickyard) £182.00
P. Coates (Invoice no. 39 - grass) £504.00
P. Coates (Invoice no. 40 - roads) £378.00
ERNLLCA (Invoice no. SI-359 – Being a good councillor training x 3 places) £162.00
ER Supplies (First Aid kit and first aid bum bag for NGYP) £14.88 + £5.95 – total = £20.83

Total expenditure during September 2019 = £3,962.97

It was **agreed** that staff salaries/expenses and accounts presented at the meeting be authorised.

8. Review of Community Emergency Plan

The Clerk advised members that the Parish Council had not previously prepared a community emergency plan. Advice had been sought from the Emergency Planning Team at ERYC from whom templates had been provided. The Officer had advised that Newport Parish Council develop a plan at Level 1.

It was agreed (a) that the Clerk prepares a draft plan on behalf of the Parish Council to be placed on the agenda for the meeting in November and (b) that Councillor R Bate prepares a map of the Parish to append to the draft document.

9. Police report for Howdenshire (September 2019)

It was agreed that future reports be posted on the Parish Council notice board by the Clerk.

10. Christmas newsletter

It was agreed (a) that a Christmas newsletter be prepared, to be led by Councillor Etherington with contributions from all members and (b) that the draft newsletter be placed on the agenda for the Parish Council meeting in November.

11. ERYC - Review of members' allowances

It was agreed that Councillor Hills completes the link on behalf of the Parish Council.

12. Councillors' reports

(i) Bridge Planters - Members were advised that planters were already included in routine village maintenance and would be replenished during the autumn.

(ii) Hedge overhanging/obstructing footpath in Thimblehall Lane - A member raised concern in relation to pedestrians and particularly children on their way to school, having to step off the footpath and walk along the road.

It was agreed that the Clerk would report the matter to ERYC.

(iii) Speed Signage - Councillor Pettit reported that he had spoken to ERYC regarding the potential replacement of signage at both ends of the village, with signs that warn drivers of their actual speed. The Officer had advised that this type of signage was no longer commissioned by ERYC.

(iv) Hopwood Lane (section from main road to electrical switch house) and (un-named section running westerly from the bottom of Hopwood lane to the motorway underpass) – Councillor G Bate highlighted a number of areas where the ground had sunk creating a danger to horse riders, cyclists and pedestrians from standing water after heavy rain.

It was agreed that the Clerk ascertains ownership of both lanes prior to reporting pot holes for remedial action to the appropriate party.

(v) Canal Banks – Councillor Etherington reported that although canal banks had been cut up to the motorway, the north side had not been completed. This might in part be due to restricted access.

It was agreed that the Chairman and the Clerk visit the area on their monthly walk around and report back if necessary.

It was agreed that staffing levels and payments be placed on the November agenda.

The meeting ended at 9pm

Date and time of next meeting Tuesday 12 November 2019