

Newborough and Borough Fen Parish Council

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Minutes of a meeting of Newborough and Borough Fen Parish Council held on Tuesday 22nd June 2021 at the village hall, Guntons Rd, Newborough, commencing at 7.15pm

Present: Councillors Kevin Angrave (Chair), John Rowell, Margaret and William Cave, Graham Britton, Sean Gleeson, Bryan Cole and Chris Taylor.

Also in attendance: Irene Healiss (Clerk) and Ward Councillors Steve Allen, Richard Brown.

There were 4 members of the public.

Public Participation:

A member of the public requested an apology from a Councillor regarding a police matter and stated that solicitor's advice will be sought. Any involvement was denied. Another resident stated that in the last hour and a half, a large amount of fly tipped rubbish has been dumped down Drain Rd, from Bridgehill Road to Middle Road. Cllr Brown will report this for clearance tomorrow.

1465/6-21 **Apologies for absence:** were received and approved for Councillor Henderson.

1466/6-21 **Disclosable Interests:** [Regulation 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations)
Declared by Councillor M Cave regarding the village hall.
Declared by Councillor Angrave regarding item 9 under village matters.

1467/6-21 **Minutes of the meeting of 5th May 2021:**
It was proposed by Cllr M Cave that the sentence under village matters (point 6) relating to Coronation field be struck from the minutes, as this requires clarification by the Committee. It was proposed by Cllr W Cave, seconded by Cllr Gleeson and **resolved** to approve the minutes for signing following this amendment.

1468/6-21 **Matters arising from minutes of 5th May 2021:**
None.

1469/6-21 **Matters for information and reports:**

1. The litter pick was successful and well attended. The table tennis table and bench are now in situ. Parish maintenance concerns, caused by the recent exponential growing conditions will be addressed by way of new PCC machinery. Cllr Britton queried the doctor's surgeries at Thorney, Eye and Newborough. It was clarified that this falls outside of the City Council's remit, and a process of NHS bidding and a clinical commissioning group is now followed. The road surface at the junction of Guntons Road and School Road has started to deteriorate and was passed to the City Cllrs to action for remedial work.
2. The proposed speed limit consultation on Guntons Road did not take place in April/ May due to staff shortages at PCC. It was raised that the PC cannot place gates on land that does not belong to highways, and they must be a certain distance away from the road. There is also a licence fee of £500. The Clerk will confirm these points with highways.
3. The village notice boards, Parish Council website and Facebook page will be updated on Thursday 24th June with a notice of by-election. The date of the election (if contested) will be Thursday, 29

July 2021. Approximate costs indicate that if it were to go to poll costs could be in the region of £5000, with a small admin fee for any uncontested elections.

4. Cllr Angrave stated that current Councillor email addresses are not uniform and should follow the same standardised format. This was also highlighted in the recommendations offered by the internal auditor's report and will enable the PC to be professional and emphasise the corporate body, especially regarding data protection matters. Cllr Angrave proposed setting up standardised Cllr email addresses which was seconded by Cllr Gleeson. There were 2 votes in favour, and 6 against.
5. Cllr Angrave raised concern surrounding a current 'Councillor' Facebook profile, due to no prior authorisation from the Council to do so. Also, any information disseminated as parish council business needs to remain with the Council unless approved. Cllr Taylor agreed to close his 'Councillor' Facebook account.
6. Bin quotation report offered as appendix one (1).
It was proposed by Cllr Taylor, seconded by Cllr W Cave and **resolved** to purchase three (3) new bins for Fernie Close through Peterborough City Council, paid by s106 funding. Cllr Angrave will meet PCC on site to confirm bin placement.
7. Signage report offered as appendix two (2).
The Clerk will draft a sign for Council approval and will enquire with Wicksteed (as the contractor for the equipment), if a more competitively priced quote can be offered. Cllr Angrave will also update the Clerk with a locally based company who may be able to offer another quote for the signage. Deferred to the next meeting.
8. Leaflet report offered as appendix three (3).
Availability of Cllrs and volunteers to leaflet drop people's homes was questioned as a viable option, although public consultation offers a way for the PC to connect with the village. It was agreed that the Council will offer the community options regarding s106 spending, and the Council will act as decision maker. The Clerk will produce a template. Deferred to the next meeting.
9. It was proposed by Cllr Britton, seconded by Cllr Rowell and **resolved** to renew membership to Cambridgeshire Acre for a further year at £57.

1470/06-21 Village Matters:

1. Work continues with the Enforcement Team and fly-tipping is being cleared more quickly. Drain Road, Bridgehill Road and Barnoak Road are still major 'grot spots' - various prosecutions are being progressed with.
Highways and the Enforcement Team are investigating the regulations required to gate (not necessarily lock) lanes only used by farmers. Provision would be made for full access to walkers, although the Emergency services are opposed to gated roads. A member of the public and paramedic clarified that they do not carry keys to unlock gates.
Unfortunately, the slight fall in flytipping locally has resulted in several new fly tipping sites appearing in the neighbouring Parish.
Cllr Cave requested for any signage sites identified to be passed along.
2. It was proposed by Cllr Cole, seconded by Cllr W Cave, and **resolved** to hold an online consultation with residents of Milking Nook to enquire of possible location sites for a defibrillator, ideally with a power source - to be conducted via Facebook and the parish council website. The Clerk will offer the results at the July meeting. It was also **resolved** to purchase two defibrillators and cabinets from Community Heartbeat Trust for £3050, as per the offered quotation. As there is already a cabinet at Mandairs, the Clerk will query with CHT if this can possibly be re-used to house the new defibrillator. The Clerk will investigate registering the defibrillators with the current online application system (regarding up-to-date information.)
3. It was agreed that a village ATM is not required.
4. The multi-unit is powder coated and requires blasting before painting, which then needs to be zinc coated and coloured with a poly-finish. A quote was offered from Peterborough Blasting at £2562 + VAT with a 15-year guarantee, and Wicksteed offered a quote of £1600 plus VAT. It was

- proposed by Cllr Cole, seconded by Cllr Taylor and **resolved** for the Council to purchase paint to renew the multi-unit, with volunteers assisting if necessary. Cllr Angrave will source the correct paint and materials. A risk-assessment and COSH is required in the first instance.
5. It was agreed for the village sign at Miking Nook to be re-positioned to the north side of the bus shelter. A definitive, final location will be agreed at the next meeting following the results from the defibrillator consultation.
 6. A quote of £3870 + VAT was offered by Cambridgeshire driveways to extend the pathway at Fernie Close. Cllr Angrave will look into the cost of grass matting as an alternative.
 7. Cllr Cole anticipates a further update for the next meeting, due to delay caused by staff shortages at PCC.
 8. A quote had been offered by CGM in March to tidy and clear the area and dyke at Soke Road corner for £305 + VAT. It was proposed by Cllr Angrave, seconded by Cllr W Cave and **resolved** to accept the quote. Cllr Angrave will meet the contractor on site to ensure that the Olive tree is not disturbed. A road sweep of the area was requested, especially around Soke Road corner due to dropped leaves.
 9. Motocross and quad bikes speed up and down the bank and the police have been informed. Residents have been in touch with the corporation to re-instate the gate. Deferred to next meeting.
 10. The working party, in company with a member of the public offered information to school children at the bus stop regarding 3 options for a skate ramp facility. This was agreed with the deputy head of Arthur Mellows school to generate opinion for this project. The age range for the target audience requires clarification by the Parish Council. Further modified skate ramp options will cost approximately £50,000. The church commissioners to also be consulted with regarding the skate ramp. Planning permission is not required if the height and cubic metreage are within guidelines and the council own or maintain the land. There are 7 bore holes in Newborough surrounding Fernie Close, and a specialist company have confirmed that foundation design can overcome the ground conditions. Sport England, the lottery etc can all be consulted regarding funding options. Research in ongoing. Concern was raised regarding the lack of terms of reference and possible relevant checks when approaching school children in the street as the Council were unaware of this method to canvas the students. Cllr Taylor stated that permission had been sought for Arthur Mellows school, social distancing was observed, and masks and badges were worn.

1471/6-21

Allotments:

Cllr's Angrave, W Cave and M Cave met with the tenant to discuss the issues raised following the letter sent by the Council regarding removal of the polytunnel. The allotment was clean and tidy and not necessarily being used for commercial gain, as suggested. It was agreed that water usage may be in excess of usual levels, and therefore an increased rent should be considered. There is a future possibility for the tenant to rent more land from the PC with a water source once investigated further. It was proposed by Cllr Britton, seconded by Cllr W Cave and **resolved** for the tenant to pay double the rent (£50 per year) for the polytunnel and increased water supply, with agreement from the tenant.

There are concerns regarding beehives at the allotments becoming problematic for other tenants, and Cllr Angrave will investigate this matter for resolution. The vegetation growth by the side road is extensive and Cllr W Cave will speak to the tenant who manages this area and use a grass topper to cut it back.

The Council were advised of the 2-and-a-half-hour meeting time limit, as per the Councils standing orders.

1472/6-21 Burial Authority:

1. The new design for the memorial gates will be re-addressed at the PCC meeting on the 19th of July. Cllr Angrave and the Clerk will arrange a meeting with Rev. Hurst regarding their re-design suggestion prior to this.

1473/6-21 Planning applications, approvals, refusals, withdrawn

Planning Applications:

- 21/00616/HHFUL – proposed single storey front extension at 19 Fenside Drive, Newborough, Peterborough, PE67SF. Comments to be received by 23rd June, inclusive of time extension permitted by the case officer. No comments by the Council.
- 21/00206/FUL – demolition of an existing grain store and farm building, to be replaced with 2no 3-bed detached dwellings; conversion of barn to 1no. 4-bed dwelling; and conversion of agricultural building to garage and workshop to serve proposed residential uses at Oakhurst Farm Crowland Road Eye Peterborough PE6 7TT. Comments to be received by 4th June 2021 – further extension to meet PC’s meeting date not permitted.
- 21/00553/FUL - proposed siting of a Holiday Home (retrospective) at Land North of Whitepost Cottage, Pinehurst Lodge, White Post Road North, Newborough, Peterborough PE6 7ZD. Comments to be received by 23/6/21.
Revised location plan received on 10/6/21- comments due 24/6/21.
The Council stated that the relevant conditions to implement this development as a holiday home require clear definition in order to limit permanent residency from taking place.

Permitted/Refused/Withdrawn

- 21/00095/PRIOR – Change of use of agricultural building to two dwellings with associated building works at Lazy Days caravan stores, Drain Road, Newborough, Peterborough – withdrawn by applicant on 25/5/21.
- 21/00284/HHFUL – single storey in-fill front extension at 4 Soke Road, Newborough PE67QT. Permitted on 7/5/21.
- 21/00486/HHFUL – convert bungalow to 1 ½ storey dwelling at 7 Williams Close, Newborough, PE67RZ. Permitted on 11/6/21.

Finance: To approve Clerk’s pay and expenses for payment ([LGA 1972 s150](#))

Cllrs Cole, Rowell and Britton left the meeting during this item. The meeting continued as quorate (5).

June payments 2021

(Cambridgeshire acre due for renewal £57 if approved by council)

- 1,2. It was proposed by Cllr Taylor, seconded by Cllr W Cave and **resolved** to approve all the accounts for payment. It was agreed for ‘Zoom’ to be cancelled.
3. The monthly bank reconciliation for May was provided by the Clerk and agreed by the Council (disseminated prior to the meeting.)
4. It was proposed by Cllr Taylor, seconded by Cllr Angrave and **resolved** to transfer £13,600 from playpark reserves across to YB to cover the cost of invoices recently received for Fernie Close. The Clerk provided a full breakdown and update of s106 spending and ear

marked reserve allocations. Cllr Angrave requested that these be posted to the PC website for full transparency.

5. The amount held by the PC for speed watch totals £742.50. The PC received a VAT refund for the tripods purchased in 2019.
6. The PC agreed that the Clerks secondary Council pay every 4th ink order as a contribution to printer costs.

23/06/21	Payroll	S/O 27 th June 2021	Salary	£1029.11
23/06/21	Clerk – expenses	BACS	Home as Office	£16.00
			Travel to and from Newborough to collect original AGAR paperwork on 7/5/21 @0.45 p per mile	£15.30
			Travel to and from Newborough cemetery (burial) on 8/6/21 @0.45 p per mile	£15.30
			Postage (auditor, allotment tenant, meeting packs in May)	£10.21
23/06/21	Inland Revenue	BACS	N/i	£137.11
23/06/21	Superannuation (Clerk £64.40) (NBFPC £251.74)	BACS	Pension	£316.14
24/06/21	Vodafone Ltd	D/D	Mobile phone	£23.78
23/06/21	Zoom	Debit card	Remote meeting package	£14.39
23/06/21	IONOS by 1&1	Debit card	Website domain	£6.00
23/06/21	Canalbs (internal audit)	BACS	Internal auditor	£159.25
23/06/21	ICCM	BACS	ICCM corporate membership	£95.00
23/06/21	Wicksteed	BACS	Drainage works for swirl	£1254.00
23/06/21	CGM	BACS	Parish maintainance	£540.76
23/06/21	Cambridgeshire Driveways	BACS	Block pathway at Fernie Close	£7194.00
23/06/21	CAPALC	BACS	Code of conduct training	£80.00
23/06/21	Human Capital Department	BACS	OH referral and report	£360.00
23/6/21	Red Shoes	BACS	Payroll	£45.00
23/6/21	Viking	BACS	Stationary	£36.00

1463/6-21 Matter for agenda items for future consideration (decisions cannot be made under this item):

HGV restrictions, defibrillators, White gates on Guntons Rd, terms of reference for the skate facility, update regarding Milking Nook public consultation, Willow Drove ASB, Soke Road corner, multi-unit renewal, signs, matting and bins at Fernie Close, re-design of memorial gates.

1464/6-21 Correspondence:

- Email received regarding HGV restrictions on Peterborough Road – passed to Cllr Cole for response.
- Maintainance to a tree at Fernie Close Park – quote for works received. It was agreed that the matter would be considered once the church commissioners have completed their survey of the allotment and play park in June/July.
- Correspondence – compliments re: the condition of the church yard.
- Email to Clerk for assistance regarding burial ground information.
- Response from a resident re: soil slippage from the fence at Fernie Close and request for a long-term solution - deferred to the next meeting.

- Resident concern regarding condition of cemetery extension boundary fence - deferred to the next meeting.
- Planning application concern regarding land north of Williams Close.
- Email received regarding Plough Lane Park updates.
- Complaint regarding poor condition of the church yard.
- Correspondence received regarding land ownership query.

The next full Council meeting is on Tuesday 20th July at 7:15pm in the village hall. There being no further business the meeting closed at 22:40 pm.

Appendix one (1)

Bin Quotation Report for Fernie Close park

Following concerns regarding an inadequate quantity of bins at the new Fernie Close playing area, the Council agreed to add three (3) bins to the site, to be located at:

- 1 by the youth shelter
- 2 by the picnic benches
- 3 by the path.

The Clerk contacted PCC who confirmed that they would empty the bins on behalf of the Parish Council, although these would first have to be purchased by the PC.

Quote by Peterborough City Council

PCC presented a quote to fit and supply three bins to the play area, using section 106 money held in reserve by the City Council, and this would not require a prior grant agreement to release the funds.

The bins are 180 litre in size and the total quote amounts to **£1,085.25** for all three (3) including installation.



Quote by Broxap

<https://www.broxap.com/>
info@broxap.com

Office: BroxapLtd, Rowhurst Ind Est, Chesterton, Newcastle-under-Lyme, ST5 6BD

The Derby standard litter bin has a capacity of 120 litres and a unique door bar hinge system, which has not been forcibly removed in the UK in over 25 years.

The quote totals £278.95 each bin which includes a fixing kit at £9.95. Installation is not provided. There is a £41 carriage fee, with all three (3) bins totalling **£1,004.22** (including VAT at £167.37)

Optional extras were not included in this quote, such as a cigarette tray, anti-graffiti coating etc.



Quotes by Glasdon

<https://uk.glasdon.com/>

Email: enquiries@glasdon-uk.co.uk

Registered Office: Glasdon House, Preston New Road, Blackpool, Lancashire, FY4 4WA

The Invicta litter bin is a metal outdoors bin.

Dimensions:

Liner Capacity: 110 litres

Bin Volume: 120 litres

Height: 1060mm

Width and depth: 530mm

Weight without liner: 51.5kg

Weight with liner: 58kg

The quote includes delivery, which is free. The total quote for three bins is **£1658.66** (including VAT).

Per bin totals £552.89 including VAT.



Glasdon's also advertised bins in clearance online, which are **plastic** community litter bins.

Dimensions:

Bin volume: 128 litres Liner capacity: 110 litres

Height: 1072mm Diameter: 500mm
Weight: 15.5kg (with steel liner)



These are quoted as **£816.80** (including VAT at £136.13) with free delivery and a lock fixing tool: ground lock fixing tool, in black with gold symbol. Installation is not included.

Apart from the quote offered by PCC, it is worth the Council noting that installation would need to be carried out, at a possible extra cost not included in this report.

Appendix Two (2)

Signage quotes for Fernie Close Park

The play area at Fernie Close was completed by the beginning of April, and the lack of signage at the site was raised following the inspection report.

The Clerk contacted Wicksteed who advised that under the Occupiers Liability Act 1957 and 1984, there is a legal requirement to ensure that play areas have correct and adequate signage.

Play area signage should include:

- Name of the operator of the site
- Contact details to report damage or accidents. Where the authority has a permanent office, this should include the telephone number. Where a clerk works from home the use of a telephone number may not be appropriate
- Location of nearest public telephone for contacting emergency services (Not essential)
- Pictogram "No Dog" signs are also strongly recommended
- Where there are overhead electric cables nearby "No Kite Flying" signs are recommended
- Where play area is near a road the use of Road Signs to warn motorists of the presence of a playground should be considered (contact your local Highways Authority for provision of these).
- Any notices regarding age of users should be carefully worded so that it does not imply that the area is safe for all users of that age. For instance, a 12-year-old may have the mental and physical capabilities of a three-year-old. Something that implies that the area is safe for all children over the age, say, of 7, would imply that it was also safe for this child and could result in litigation in the event of an accident. A bald statement such as "This area is to be used by children Under 8 only" is to be preferred.

When considering the above list of specifications, the Clerk contacted three (3) companies to gather quotes for providing adequate signage at the park.

The attached pictures provided a guide for obtaining the quotes and what might be provided.

1 Wicksteed

Wicksteed playground equipment provider offered a quote of £340 for one (1) playground sign for the outdoor fitness area.
400mm wide 300mm high c/w post
Installation into grass £180
Total £520.00 excluding VAT.

For a playground sign 300mm wide and 400 mm high (for fence mounting) with fixings and including delivery
£260.00 excluding VAT.

2 Murray Signs

Michael Murray Signs Limited, Montana, Pidley Road, Somersham, Huntingdon, Cambridgeshire PE28 3ES
01487 840042
<http://www.murray-signs.co.uk/>

- 1 off 900mm x 1220mm dibond signboard, lettered with your details **£140.00 +vat**
- 1 off 800mm x 600mm dibond signboard, lettered £65.00 +vat
- 1 off 600mm x 400mm dibond signboard, lettered £50.00 +vat

Installation charged at £50 per hour.

Signboards can be supplied with aluminium posts, channel/rail and clips on reverse (for fixing to posts). The first option is best suited to the Councils requirements, and this sign price can include the No Dog Fouling logo and Council name and logo. The more that goes on the sign the smaller the text, but signs can be made bigger if required.

Prices quoted just for the lettered board, any posts and any required fixings will be an extra charge.

The signs would be made from Dibond, a thin aluminium with a plastic core, and can be easily drilled to allow fixing to a fence or wall.

3 Mo Signs by Michael Olive

mymosigns@gmail.com

Oak Lane Business Park, Ely CB6 1RS
01353 521305

- Quote for the sign, 1200mm x 1200mm standalone on posts, with fitting as follows:
- 1200mm x 1200mm signs board - £100
- posts - £85
- Fitting - £150 (including materials)
- Total Exc Vat: £335
- **Total Inc. Vat: £402**

The sign material is ACM (aluminium Composite Material) on round metal posts, which is durable for all weather. The corners can be rounded off for a blunter edge rather than a nasty 90 degree sharp edge.

If both signs (one at the entrance to the park and one showing gym equipment usage) are put up on the same day, the company agreed to reduce the fitting charge by £100 overall.

For 2 signs:

£200 fitting

£170 for posts etc.

£200 for the 2 signs =

£570 + VAT for 2 signs including installation (£684 including VAT)

Appendix three (3)

Leaflet quotes for s106 spending

Following discussions regarding the need for community opinion regarding any future s106 spending by the Parish Council, the Clerk was asked to investigate printing costs to produce leaflets and generate a public poll system as a door-to-door leaflet drop.

These would be received back by the Council to gather a more representative result for suggested s106 projects. As the Clerk was unsure of the total cost involved, three companies were approached regarding costings and are listed below: -

St Ives Quick Print

01480 465 215

Unit 9, Bramely Road, St Ives

To produce 1500 leaflets in colour and double sided:

A5 size £68

A4 size £105

NO VAT

The Clerk/ Cllr would be required to produce the leaflets and any artwork needed and send to the company as a high-res pdfs.

Parrot Print Ltd

01487 711107

Unit 21 Highlode industrial Estate

PE26 2RB

To produce 1500 leaflets in colour, uncoated and double sided:

A5 size £120 + VAT

A4 size £130 + VAT

If the Council require the printers to produce the artwork, this is an additional cost of £40 + VAT, or to be received as a print ready high res pdf file.

PPS Print

01733349881

Ainsley House, Fengate, PE15XG

www.pps-print.com

To produce 1500 leaflets, 4 colour process on both sides and trimmed to size

A5 size £140 + VAT

A4 size £170 + VAT

Artwork will be supplied as PDF.