

Newborough and Borough Fen Parish Council

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Minutes of a meeting of Newborough and Borough Fen Parish Council held on Wednesday 5th May 2021 as a remote meeting using the zoom application, commencing at 7.15pm

The Local Authorities and Police and crime panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020.

Present: Councillors Kevin Angrave (Chair), John Rowell, Margaret and William Cave, Tara Henderson, Sean Gleeson, Bryan Cole and Chris Taylor.
Also in attendance: Irene Healiss (Clerk) and Ward Councillor Steve Allen.

There were 22 members of the public.

Public Participation:

Before public participation commenced, the Chairman clarified to those in attendance that the Parish Council are not against a skate park in the village, but to date this has not been forthcoming.

A young person from the community spoke to both the Council and public attendees regarding the proposed skate park facility in Newborough and raising money for this to become a reality for the local area. Thanks were expressed for his speech.

Thanks were also offered to the Parish Council for the work produced at Fernie Close by a resident, although a further bin was requested at the location. Peterborough City Council were approached regarding new bins, and as PCC do not own the land, they are unable to provide them. However, the City Council will empty the bins on behalf of the Parish Council. Concern for the undulating matting under the swings was raised, and it was explained that although the matting can be planed if required, the unevenness of the land in Newborough does not guarantee that this will remain flat. All areas regarding the play park have passed inspection.

The Clerk and Councillors M Cave and Taylor stated that they would be recording the meeting.

1448/5-21 To elect Chairman of the Council for the municipal year until the Annual Meeting in 2022

It was proposed by Cllr Gleeson, seconded by Cllr M Cave and **resolved** for Cllr Angrave to carry on as Chairman for the municipal year. There were no other nominations.

1449/5-21 Declaration of Acceptance of Office Chairman (To be signed remotely)

The declaration of acceptance of office was duly signed by Cllr Angrave (remotely).

1450/5-21 To appoint the Vice Chairman for a similar period

It was proposed by Cllr Gleeson, seconded by Cllr Rowell and **resolved** for Cllr M Cave to be Vice-Chair. There were no other nominations.

1451/5-21 Apologies for absence: were received and approved for Councillor Britton. Ward Councillors Simons and Brown also offered apologies.

1452/5-21 Disclosable Interests: [Regulation 2012 \(SI 2012/1464\)](#) (NB this does not preclude any later declarations)

Declared by Councillor M Cave regarding the village hall.

Cllr Angrave stated that accusations had been made regarding the theft of slabs at Fernie Close. Police have attended and no crime has been committed.

1453/5-21 Minutes of the meeting of 16th March 2021:

It was proposed by Cllr Gleeson, seconded by Cllr M Cave and **resolved** to approve the minutes for signing. Cllr Angrave signed the minutes remotely and will forward on to the Clerk.

1454/5-21 Matters arising from minutes of 16th March 2021:

None.

1455/5-21 Minutes of the extraordinary meeting of 8th April 2021:

It was proposed by Cllr Rowell seconded by Cllr W Cave and **resolved** to approve the minutes for signing. Cllr Angrave signed the minutes remotely and will forward on to the Clerk.

1456/5-21 Matters arising from minutes of 8th April 2021:

Further clarification is required before the staffing matter is discussed by Council again.

1457/5-21 Matters for information and reports:

1. Cllr Allen stated that further to the report offered at the APM held prior to the meeting, there is nothing further to add. (A copy of the report is attached as appendix one (1)). As previously stated under public participation, PCC are happy to empty bins at Fernie Close, if first provided by the Parish Council.
2. There are three (3) vacancies on the Parish Council following resignations received by the Clerk for Cllrs Flaxman, Skingle and Cooper. The electoral department at the City Council have been made aware and notices of vacancy will be displayed for election. The resignations were read by the Clerk on behalf of those leaving.
3. The increased insurance premium provided by HISCOX following the completed installation of playground equipment at Fernie Close is due to be paid by May 31st, 2021. Any increase from the end of March until the end of May has been waived by the company, and this will be implemented from June 1st. The premium has increased from £680.64 to £997.42, inclusive of admin fee, and it was clarified that the Council are still within the three-year tie in. The Council agreed for this to be paid.
4. Cllr Angrave and the Clerk confirmed that they would like to attend the code of conduct training offered via CAPALC. The alternative course offered as a package for Newborough and Borough Fen only was declined by the Council.
5. The following Councillor responsibilities were agreed as:
 - Fernie Close playground – Cllr Henderson
 - Flytipping – Cllr M Cave
 - Burial ground – Cllrs Rowell and Britton
 - Allotments – Cllrs Angrave, Taylor and Henderson
 - Finance – Cllrs Angrave, Taylor and Rowell
 - Notice boards – Cllr Angrave
 - Defibrillator checks – weekly Cllr Angrave, monthly Cllr M Cave
 - Street lighting – Cllrs Rowell and Taylor
 - HGV and parking – Cllr Cole
 - Police liaison – Cllr Gleeson
 - Village hall – Cllr M Cave
 - Good Neighbourhood Scheme – Cllr GleesonCllr M Cave said that she would be happy to assist Wendy Sayer with the community voluntary group.

The Council agreed for Cllr Gleeson for sign the memorandum of membership on behalf of the Parish Council and send this back to the GNS co-ordinator.

6. It was proposed by Cllr Angrave, seconded by Cllr Gleeson and **resolved** that the Parish Council become members of the ICCM (institute of cemetery and crematorium management) at a cost of £95 per year. There were three (3) votes for, three (3) against and two (2) abstentions. The Chairman cast his deciding vote for the proposal.

Due to time constraints, the Chairman proposed that finance be addressed next on the agenda, before village matters.

1462/5-21 Finance: To approve Clerk's pay and expenses for payment (LGA 1972 s150)

The Clerk explained that an error had been made for the Clerks salary under payroll on the agenda for March and April. The correct amount had been processed through the bank, and the amount shown on the agenda was a typographical error. The amount under salary in April should show £1029.11 and the amount for May £1029.11.

Payments made in April

27/04/21	Payroll	S/O 27 th April 2021	Salary	£1029.11
17/04/21	Clerk – expenses	BACS	Home as Office	£16.00
			Travel to and from Newborough on 13/04/20 @ 0.45p per mile (34 miles)	£15.30
17/04/21	Inland Revenue	BACS	N/i	£137.11
17/04/21	Superannuation (Clerk £64.40) (NBFPC £251.74)	BACS	Pension	£316.14
24/04/21	Vodafone Ltd	D/D	Mobile phone	£23.78
17/04/21	Zoom	Debit card	Remote meeting package	£14.39
17/04/21	IONOS by 1&1	Debit card	Website domain	£6.00
17/04/21	Wave	BACS	Allotments	£70.30
05/04/21	North Level Drainage	BACS	Drainage rates	£167.52
04/04/21	Savills	BACS	Allotment rent	£957.50
17/04/21	CGM	BACS	Parish maintainance	£540.76

May payments

27/05/21	Payroll	S/O 27 th May 2021	Salary	£1029.11
17/05/21	Clerk – expenses	BACS	Home as Office	£16.00
			Meeting packs postage	£4.20
17/05/21	Inland Revenue	BACS	N/i	£137.11
17/05/21	Superannuation (Clerk £64.40) (NBFPC £251.74)	BACS	Pension	£316.14
24/05/21	Vodafone Ltd	D/D	Mobile phone	£23.78
17/05/21	Zoom	Debit card	Remote meeting package	£14.39
17/05/21	IONOS by 1&1	Debit card	Website domain	£6.00
17/05/21	Good Neighbourhood Scheme	BACS	Membership	£1632.00
05/05/21	Hall and Sons	BACS	Tree maintainance	£6460.00
17/05/21	CGM	BACS	Parish maintainance	£540.76
6/5/21	Savills	BACS	Fernie Close playing field rent	£275.00
6/5/21	Wicksteed	BACS	Fernie Close playground equipment and installations	£58,963.96
			Fernie Close swing upgrades	£8,689.58
6/5/21	Mr Terry Palmer	BACS	Bench maintainance for 3 x benches at the cemetery	£50.00

- 1 and 2. It was proposed by Cllr Gleeson, seconded by Cllr W Cave and **resolved** to approve all the accounts for payment. The Clerk clarified that s.106 money had been received from PCC (minus the VAT element) and that the outstanding bill to Wicksteed for the playground equipment was now due to be paid, as per the payment schedule.
It was proposed by Cllr Gleeson, seconded by Cllr W Cave and **resolved** to maintain the Council's current payment system, and not introduce any further direct debits for regular payments. The Clerk clarified that Virgin money have now taken over Yorkshire bank.
3. The monthly bank reconciliations for March and April 2021 were provided by the Clerk and agreed by the Council (disseminated prior to the meeting).
4. The AGAR was completed, approved by the Council and signed remotely. The Clerk has a meeting arranged with the internal auditor.
5. The quarterly budget, taken to the end of the financial year 2021 was provided to the Council prior to the meeting.
6. It was agreed that the Clerk move £12,700 from earmarked reserves for the Fernie Close playground project over to the general account to cover the VAT element, which was not accounted for in the s106 money paid through PCC.
Ear marked reserves at the start of the financial year were clarified as:

£25,000	Playpark project
£10,337	Churchyard path
£2,500	Village gates

£2000	Parish office
£2500	Village sign
£700	Speed watch
£2300	Clerk training

The Clerk explained that the amount received in VAT reclaim last year had gone into the earmarked reserves account for future projects. The Council agreed that moving forward, the amount earmarked for Clerk training could be reallocated, with £1300 from this going into the playground project. The Clerks training budget is to remain at £1000. The Clerk was asked to clarify if the £700 allocated to speed watch was being held by the PC on their behalf.

1458/5-21 Village Matters:

1. A report was offered by Cllr M Cave, shown as appendix two (2).
2. The bench provided by the City Councillors has now delivered to Plough Lane and is in situ.
3. It was agreed to move this agenda item to the June meeting.
4. The Clerk was asked to research quotes for the next meeting to provide three (3) bins to be positioned at Fernie Close park, to be located; one (1) by the youth shelter, one (1) by the picnic benches and one (1) by the path. As discussed, the City Council have already agreed to empty these on the Parish Council's behalf once they have been sourced and purchased.
The Clerk was also asked to obtain quotes for block paving and matting for under the picnic benches, to allow wheelchair access to the seated area.
The invoice for the swirl roundabout's drainage will be raised by Wicksteed for payment and has now been installed as necessary work. It was proposed by Cllr Angrave, seconded by Cllr M Cave and **resolved** to pay for the drainage as the work has now been completed.
It was agreed that the Council will investigate painting the multi-unit with volunteers if necessary and specialist paint may be required.
When considering the quote offered by Wicksteed regarding equipment usage signage at the park, it was suggested that an alternative sign writing company may offer this at better value. The Clerk will query what is required for the signs and report back to the Council. The official opening of the park will be deferred to June.
5. The Clerk explained that to be all inclusive the entire parish should be targeted, perhaps using door to door leaflet drops, a public consultation, online surveys etc when considering s.106 spending. It was agreed by the Council that the community poll be postponed, and that Cllrs can also express their own views regarding funding. The Clerk was asked to quote for printing leaflets when considering public opinion for the Skate facility and Soke Road corner.
6. Cllr Taylor proposed that £30,000 be ringfenced for a skate park facility as there is strong public opinion for one in the village. Sport England can then be approached regarding possible further funding towards this project. It was therefore proposed by Cllr Taylor and seconded by Cllr Cole for £30,000 to be ringfenced to develop a skate ramp idea with Sport England and establish if this is feasible. This will be brought back to the Parish Council for further discussion, following the necessary enquiries. A recorded vote was requested by Cllr Cole. Cllrs Cole, Henderson and Taylor were in favour for this proposal. Cllrs Angrave, Gleeson and Rowell were against this proposal. Cllrs W and M Cave abstained from the vote. Cllr Angrave used his casting vote against this proposal.
It was then proposed by Cllr Angrave, seconded by Cllr Cole and **resolved** to ringfence £15,000 from earmarked reserves towards the skate ramp using the same considerations as the previous proposal. Cllrs Henderson and Taylor will form the working party for this project, working alongside the Clerk. It was also agreed for terms of reference to be presented at the next Council meeting. Future designs will be put to the village by way of an open morning so that residents can determine what they would like regarding layout etc. It was raised that the church commissioners would need to be consulted and research carried out regarding required footings for a skate ramp, due to the wet ground at the proposed site.

~~Coronation field can offer a full-sized pitch for football training and matches for supervised games.~~ It was also confirmed that a skate ramp needs to be 30 meters away from residential buildings and would not impede on any football pitches currently located at Fernie Close.

1459/5-21 Allotments:

Cllr Angrave stated that Lee Moore has raised some concern regarding the gravel at the allotment car park, and discussions are now in hand.

CGM have offered to cut the community allotment for free for the next two cuts following a request from the co-ordinator, as the mower used to maintain this area is currently not working. There is concern regarding a large polytunnel which has been erected at the site without prior permission of the Council, also contravening tenancy terms and conditions. The tenant will be written to by the Clerk by recorded post and requested that this is removed by the 21st June or the polytunnel will be removed by the Council and tenancy revoked. It was proposed by Cllr Angrave, seconded by Cllr Gleeson and **resolved** to do so.

1460/5-21 Burial Authority:

1. The Council agreed for the Clerk to amend the war memorial gates design to include access from the churchyard and forward to the PCC, as per their request. The church also confirmed that they are happy for cemetery visitors to use their bins to dispose of spent flowers.

1461/5-21 Planning applications, approvals, refusals, withdrawn

Planning Applications:

- Caravan Sites & Control of Development Act 1960
Mobile Homes Act 2013
Re: Waltonboro, White Post Road, Newborough, Peterborough, PE6 7SW for council's proposed site licence conditions for the above site. Guidance from government recommends that local authorities enter into a 28-day consultation period with internal and external agencies, residents and site owners/licence holders.
All representations must be made in writing by completing the attached feedback form and sending it direct to jonathan.hodgson@peterborough.gov.uk. or alternatively marked for my attention at the above address by no later than 16th April 2021 – comments extended until the 7th May 2021. No comment by the Council.
- 21/00284/HHFUL – single storey in-fill front extension at 4 Soke Road, Newborough PE67QT. Comments to be received by 6th May 2021. No comment by the Council.
- 21/00095/PRIOR - Change of use of agricultural building to two dwellings at Lazy Days Caravan Stores Drain Road Newborough Peterborough –Comments to be received by 7th May 2021. No comment by the Council.
- 20/01678/FUL - Black House Farm. Change of use of redundant agricultural building to 2 no. two bedroomed Holiday lets. Site address: The Black House Farm Crowland Road Eye Peterborough PE6 7TT. No extension to deadline for comments due 29th April 2021.
- 19/00272/OUT - Outline application for the erection of up to 870 residential dwelling with access from Newborough road; provision of a two-form entry primary school and playing field; a local centre up to 0.25ha with A1/A2/A3/A4/A5/D1 use classes; open space and landscaping; and other infrastructure and associated works including demolition of all buildings on site, with access secured and all other matters reserved. Site address: land off Newborough road, North of A47 and West pf Paston Peterborough PE47AA.
Remote consultation held on 20th April 2021 at 1:30 pm.
The Council made comment previously in September 2020 regarding traffic implications that this application would have on the parish but wished to re-iterate their original

concerns regarding the impact on the village regarding higher levels of traffic from the A47 through Newborough.

- 21/00486/HHFU - For Convert bungalow to 1 1/2 storey dwelling at 7 Williams Close, Newborough, Peterborough PE6 7RZ – comments could only be extended until the 1st May 2021. The case officer agreed that the Council could comment on this application by the end of the week, following the meeting. The Council expressed concern that the windows are overlooked by adjoining properties, thus impeaching on their privacy.
- 20/01033/REM - reserved matters approval relating to access, appearance, landscaping, layout and scale for the erection of 110 dwellings, pursuant to planning permission 91/00001/OUT varied under 15/01771/WCPP – permitted on 16/4/21. Revised plans have been submitted regarding this application and comments are to be received by 7th May 2021. There was no comment by the Council.
- 21/00553/FUL- proposed siting of a holiday home (retrospective) at Land North of Whitepost Cottage, Pinehurst Lodge, White Post Road North, Newborough, Peterborough PE67ZD. Comments to be received by 20th May 2021. The Council stated that a flood risk has been raised and there are different rules regarding a holiday home as opposed to a permanent dwelling.
- Appealed application 20/00605/FUL. Planning appeal reference: - APP/J0540/W/21/3271046
Three bed detached dwelling with double garage at Ivy cottages, Guntons Road, Newborough. Start date 21st April 2021. Comments to be received by 26th May 2021. The Council have made comment on this application previously regarding concerns that a gas main is sited adjacent to the property and the entrance is very close to traffic calming measures. There also remains the same duty to look after anyone living at this location, and not just relatives.

1463/5-21

Matter for agenda items for future consideration (decisions cannot be made under this item):
HGV restrictions, terms of reference for the skate facility, update regarding public consultation, polytunnel at the allotments, bins at Fernie Close, costings for the skate ramp area, regeneration at Soke Road.

1464/5-21

Correspondence:

- Two (2) emails received regarding concerning Cllr Facebook posts were explained by the Clerk.
- Correspondence (anonymous) was received regarding a planning matter complaint. The letter did not have any contact details for Council response.
- It was suggested that the local world war two pillboxes could be proposed for the local list project.
- The Clerk has now received a quote regarding maintenance for the tree at Fernie Close and will approach the resident for an outcome. The church commissioners will also be consulted with.
- It was agreed that the soil located in the middle of the field used to level holes/dips may be used to fill the gap and top up the bank, should there be any soil remaining after the field work is completed. Remedial work to the fence may be required by the resident. The Clerk will respond to the correspondence.

The next full Council meeting is on Tuesday 22nd June at 7:15pm in the village hall.

There being no further business the meeting closed at 21:55 pm.

Appendix one (1)

May I present our City Councillors Report to The Parish for 2020/2021

The past 12 months have been a challenging time for so many people in Newborough.

Throughout the lockdowns and tier restricting we have been pleased to assist residents with their individual challenges and issues arising.

With the relaxation of restrictions in the late summer and early autumn we were able to rearrange the postponed village litter pick, which took place on Saturday 19th September. It was pleasing to see a great turnout – not only achieving a village wide clear up – but also giving ‘The Bull’ Bush Shelter a wash down and clean - with the assistance of Newborough resident and Werrington Councillor John Fox.

Many people worked tirelessly to assist those housebound or sheltering during the darkest days of the Covid lockdown and whilst acknowledging the fantastic efforts of all those involved, we were able to nominate Wendy Sayer for a Community Award for her work coordinating helpers and the delivery of food parcels to those in need. Well done Wendy!

Our Community Leadership fund this year was used to further enhance the Plough Lane green space with the provision of an 8-seater Picnic Table – sited near to the play equipment – ideal for parents and grandparents to relax whilst the children use up their energies!

To further enhance the area an Outdoor Table Tennis Table is soon to be delivered and installed.

Looking forward we are about to finalise a date for this year’s Village Litter pick – coordinated with the Annual Great British Spring Clean - on a Saturday between 28th May and 13th June. Details to be announced.

We work as a team, and our promise to always be available to deal with any Ward or City Council issues affecting residents.

Steve Allen

On behalf of Nigel Simons and Richard Brown

Appendix Two (2)

Fly Tipping Working Group Report to Newborough and Borough Fen Parish Council May 2021

The Working Group has continued its contact with Mr. Tobin and his department at Peterborough City Council, our MP and our local City Councillors. The Parish Council is now working with the NFU. I am a member of the NFU and have worked with them, for many years to try and get the Laws changed for both Fly Tipping and Hare Coursing. The NFU as well as, promoting awareness of Household's duty of care and the responsibilities they continue to have if the rubbish is passed to a third party, are also lobbying magistrates to hand out more severe fines for convicted Fly Tippers, to make the practice less profitable. I have also made contact with the RCAT Police Officers, who regularly drive around the area. They have promised to increase their surveillance of Fly Tipping.

There are several methods to report Fly Tipping, details are on the Parish Council website. I can confirm the staff on the Fly Tipping Helpline are very helpful and aim to get the rubbish cleared as soon as possible. All the bags of rubbish are looked through, for addresses of owners. Unfortunately, the serial numbers from Cooker and fridges cannot be used due to data protection. I am aware the City Councillors are attempting to secure a free bulky waste collection for up to six items. The cost at present is £27, for collection from your property to the Recycling Centre. Mr Tobin has erected Fly Tipping signs on all entrances to the village, as well as providing additional ones for us to erect, which has been done. There are covert cameras situated in various locations around the Parish of Newborough and Borough Fen. Recently a Fixed Penalty Notices has been issued for £400 regarding an incident in Gunthorpe Road and another for an incident in Norwood Lane with other investigations ongoing. There are several signs available if any Councillor has a site, they feel would benefit from a sign, and I also have full details on how the Parish Council can purchase further signs, should they be needed.

Due to the support from the City Council, Fly Tipping in the village is now being removed more quickly after reporting. Derek and I have reported many fly tipping sites since the last meeting, especially along Bridgehill Road. In fact, over the last month, I am hoping, a possible new Grot Spot site near the stone bridge at the end of Werrington Bridge Road has been stopped due to the immediate regular clearing by Mr. Tobin and his team. I have thanked him for his consistent support.

Some of the older electrical items abandoned on the side of ditches were identified as being the responsibility of the North Level Drainage Board, they have been contacted, some of the items have been removed and we are working on getting the remainder cleared. Drain Road, Gunthorpe Road and Willow Drove are still being hit with Fly Tipping, possibly due to Norwood Lane being closed.

As I reported last month Irene is contacting farmers with Fly Tipping on their land prior to the City Council officially contacting them, to stop any unpleasantness. This seems to be working well.

We are awaiting a reply from Highways regarding the possible closure of part Middle Road and part Whitepost Road. As reported at the last meeting the farmers that require access to this area would be pleased for the road to be gated at both ends to stop unauthorised traffic, there would still be access for cyclists, pedestrians, and disabled wheelchair access. The road would be gated at both ends; concerns were raised about emergency service access. I do not feel a padlock on a gate would be a deterrent to the emergency services but await a reply from Highways. There would need to be a Public Consultation. I would like to add at this point only Middle Road and Whitepost Road are being considered, no other roads in the area.

It has been suggested all farmland entrances are gated, unfortunately, from experience I can confirm that, even if these gates are padlocked, they are not always a deterrent, and the gates are often stolen or damaged.

I have received various complaints and observations from residents regarding Norwood Lane. I have been informed during my fly tipping pursuits that this is no longer the responsibility of the Community and Safety Department, which deals with flytipping, it has been transferred and I understand plans are in force to get the area cleared. When we do not know

We would request all residents report fly tipping as soon as they come across it as the Team are working hard to clear it as soon as possible to stop further additions.

We will continue promoting our aim to stop fly tipping in our Parish and get it removed as soon as possible.