

Newborough and Borough Fen Parish Council

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Chairman: Bryan Cole
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Minutes of the Meeting of Newborough and Borough Fen Parish Council held on Thursday 2nd February 2023 at the Village Hall, Guntons Rd, Newborough, commencing at 6.45pm

Present: Councillors Bryan Cole (Chairman), Mark Ormston (Vice-Chair), Richard Cawley, Judy Fox, John Fox, Vicki Coleman, John Rowell, William Cave and Patrick Skerritt.

Also in attendance: Irene Healiss (Clerk)

City Councillor Nigel Simons.

Eight (8) members of the public.

Public Participation:

- Resident concern regarding a lack of local bus services.
- Discussion surrounding ownership of the defibrillator located outside the Village Hall.
- Update offered - the defibrillator located outside Mandairs has been returned unused – further query raised regarding the AED unit in Milking Nook.
- The Commonwealth War Graves sign has now been fitted onto the cemetery gates. Resident assistance was offered to commemorate local WW1 soldiers within the village for Remembrance Day 2023.

The meeting commenced at 7:10 pm.

1677/2-23 To receive and approve apologies for absence.

Cllrs K Hill and J Hill offered apologies – personal.

It was unanimously agreed to accept the apologies.

1678/2-23 To receive Disclosable Interests Declarations

None.

1679/2-23 To approve minutes of the meeting held on 5th January 2023

It was proposed by Cllr Coleman, seconded by Cllr Ormston and **resolved** to approve the minutes of the meeting held on 5th January 2023. Cllrs W Cave and P Skerritt abstained due to non-attendance.

Cllr Cole duly signed the minutes.

1680/2-23 Information and reports

1. Agree the History Board final draft for approval.

Public funding has been offered covering all costs for the history board (excluding VAT.) The location for the board was agreed as adjacent to the village sign at Crown Garden (near to the footpath). It was proposed by Cllr Cave, seconded by Cllr Coleman and unanimously **resolved** to approve the content of the board (disseminated to all members prior to the meeting.)

2. Meeting update from 25th January regarding land at the rear of Waterfall Gardens – City and Parish Councillors to jointly discuss.

Six (6) Councillors attended a meeting with the City Council tree officer and City Councillors. There remains uncertainty regarding the maintenance/management of the trees along Waterfall Gardens. The Clerk is to investigate any outstanding legal responsibility by the PC for the trees and will report back to the council with relevant information.



3. Report regarding traffic/highway matters on Thorney Road

A written report was provided by Cllr Cole regarding Thorney Road highway matters and funding. There will be an additional meeting in a few weeks' time to discuss this further, as revenue was identified as an issue.

The Parish Council requested that Peterborough City Council consult with the Parish Council regarding Thorney Road concerns.

It was also raised that funding from the new Thorney Road development should be allocated towards road repairs.

4. Receive reports from City Councillors, including an update surrounding local policing (Crime Commissioner/Deputy to attend a PC meeting for public inclusion.)

Apologies were received from Cllr Ray. Update offered that police attendance to a future meeting is in hand. The Clerk informed Councillors that correspondence had been received from the rural neighbourhood police engagement team, offering dates for a joint patrol.

Several areas/farmers will be provided with concrete blocks as a flytipping deterrent, enforced by a £40 fine. Cllr Simons will chase the matter raised previously regarding overgrown hedges.

5. Agree the distribution/organiser for the quarterly 'Village Tribune' magazines.

Thanks were offered to volunteers who have been distributing the 'Village Tribune' within the parish. The Clerk will request for more volunteers in the next edition, highlighting streets that are currently unallocated.

The Clerk will also confirm with the editor that delivery will be made to Cllr John Fox who will disseminate accordingly.

6. Update from the HR committee meeting held on the 30th of January 2023.

Update offered surrounding the agreed supplementary terms of reference that will act as an aide memoire to the existing document. The Clerks pension was discussed, further to correspondence received from Pen Employers.

1681/2-23 Finance

(s150, s111 LGA 1972)

February Payments

Payroll	BACS	Salary, NI and superannuation	£1,901.06
Clerk's expenses	BACS	Home as office	£26.00
Vodafone Ltd	D/D	Mobile phone	£17.25
IONOS by 1&1	Debit card	Website domain	£6.00
CGM	BACS	Parish maintainance	£598.74
SLCC	BACS	Clerks' membership	£334.00
ICO	D/D	GDPR	£35.00
McAfee	Debit card	Device protection (2 years)	£63.99

1. To approve accounts for payment.

It was proposed by Cllr Ormston, seconded by Cllr Skerritt and unanimously **resolved** to approve the accounts for payment (February.) The Clerk clarified that further payments previously resolved for payment were to be made in addition to those listed; Community Heartbeat Trust, McAfee, Oakfied (Fernie Close gates).

2. To approve the Clerk's expenditure.

It was proposed by Cllr Coleman, seconded by Cllr Cawley and unanimously **resolved** to approve the Clerk's expenditure (February.)

3. Monthly bank reconciliations

The bank reconciliation for January 2023 was agreed as correct.

4. Quarterly Budget review Oct-Dec 2022.

The quarterly budget was reviewed and agreed.

5. Approve the additional signatories for Unity Trust Bank and retain an account for cash and cheque deposits.

It was proposed by Cllr John Fox, seconded by Cllr Cave and **resolved** to add two further signatories to the Unity Trust bank account, Cllr Cole and Cllr Cawley, in addition to Cllrs Coleman, Ormston and Hill.

JOHN BC

1682/2-23 Village and Community.

1. Update and report regarding the Neighbourhood Plan.

An open meeting will be held, inviting the community to be involved and support the Parish Council process in formatting a Neighbourhood Plan. This will also be advertised in the 'Village Tribune' and posters, which will placed around the village.

2. Update re: levelling the war memorial gates.

As the posts have moved, Cllrs Skerritt and Hill have jointly offered to remedy the issues. The gates will be removed for 2-3 weeks whilst they are re-welded and shop blasted/powder coated. Cllr Cawley will confirm with the Archdeacon that this is maintenance work which does not require faculty and will offer an update to the Clerk.

3. Agree to organise a further Vivacity event at Coronation Field.

Cllr Coleman has contacted the Coronation Field trustees regarding a further community 'Fun Day' following its success last year. The Clerk will contact VIVACITY regarding arrangements for a future date and time for this event.

4. Agree to organise an event celebrating the Coronation of King Charles III in May 2023.

Cllr Coleman and the Clerk have made some enquiries into a 'tea party' celebrating the Coronation of King Charles III. The village hall or Newborough School were discussed as possible venue choices with the aim of offering drinks, sandwiches and scones with some outside entertainment and refreshments. The Parish Council also discussed the potential to purchase commemorative mugs for the local school children/preschool and vulnerable residents. Arrangements will be finalised at the next meeting. The Clerk will also apply for Lottery Grant Funding.

5. Agree a working party for the Armed Forces Covenant.

It was agreed for Cllr John Fox to be incorporated into the AF working party and to also include an article promoting the Armed Forces Covenant process in the 'Village Tribune'.

1683/2-23 Allotments.

Feedback from tenants regarding a request to keep chickens.

- Further to feedback received, it was proposed By Cllr Ormston, seconded by Cllr Coleman and **resolved** that the tenant be allowed to keep six (6) chickens on his plot pending the necessary adherence to Bird Flu requirements.
- It was proposed by Cllr Ormston, seconded by Cllr Skerritt and **resolved** that the two tenant requests to erect one (1) x shed and one (1) x plastic greenhouse as per tenancy agreement requirements, be allowed.
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1684/2-23 Burial Authority.

Nothing to report.

1685/2-23 Planning Applications.

- 23/00039/FUL – Conversion of kennels buildings to three dwellings and erection of two car ports at Former Follybridge kennels, Thorney Road, Peterborough. Comments to be received by 7/2/23. It was agreed that no Parish Council comment be offered for this application.

Permitted/Refused/Withdrawn.

None.

Planning Correspondence.

Update regarding the skate ramp application at Fernie Close Park.

The Clerk updated that the planning application has been agreed to go to the Planning and Environmental Protection Committee for review. The Clerk will ask the case officer to confirm a date for the panel meeting.

BC

1686/2-23 **Matters as agenda items for future consideration (decisions cannot be made under this item.)**
King Charles coronation in May 2023, skate ramp update, Neighbourhood Plan.

1687/2-23 **Correspondence.**

The following item is to be held as a closed meeting due to sensitive personal and commercial data.

[Public Bodies \(Admission to Meetings\) Act 1960 S1\(2\).](#)

It was proposed by Cllr Judy Fox, seconded Cllr Coleman and unanimously **resolved** to close the meeting for a period of time, as publicity would be prejudicial to the public interest, due to the confidential matters to be discussed. The meeting closed at 8:40pm and was reconvened at 9:10pm.

1688/2-23 **Discuss and agree Council protocol surrounding social media as per the adopted PC social media policy.**

Discussion - The Council are to ensure that the official communication channels for the Parish Council are relayed clearly through the website and Facebook page and are effectively conveyed to the public as such. It was proposed by Cllr Ormston, seconded by Cllr Skerritt and unanimously **resolved** that a working party for Parish Council communications be established to support the Clerk. It was agreed that Cllrs Ormston, John Fox, Skerritt and Coleman form the working party. Terms of Reference will be formulated and brought back to the next meeting for agreement.

Cllr Skerritt left the meeting and returned moments later.

1689/2-23 **Agree response to correspondence received regarding soil slippage at Fernie Close Park.**

It was agreed for the Clerk is to investigate any outstanding legal responsibility held by the PC regarding this matter and report back to the council.

The next full Council meeting is on Thursday 2nd March 2023 at 6:45pm in the village hall.
There being no further business the meeting closed at 9:10pm.

