


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 6th April 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, ~~John Fox~~, Vicki Coleman, John Rowell, William Cave and Lee Ariss. 
Also in attendance: Irene Healiss (Clerk.)
City Councillors Steve Allen and Nigel Simons.
Eleven (11) members of the public.

Public Participation

Anglian Water offered a presentation regarding the Grantham to Bexwell pipeline. Information will be forwarded to the Clerk to disseminate via social media and the website.

Resident issues raised were:

- Courtesy of the drivers working on the pipeline
- Updates regarding future road closures, (Speechley Drove) to enable businesses and residents to plan accordingly.
- Dog fouling in Fernie Close Park is problematic. Bye-law possibilities will be researched by the Clerk.
- Concern raised regarding misleading information posted onto social media regarding the skate ramp. It was clarified that only information provided by the Parish Council through the official channels (website and Facebook page) can be substantiated by them.

The meeting commenced at 7:08 pm.

1704/4-23 Receive and approve apologies for absence.

Received and approved from Cllr K Hill and Cllr J Hill – personal.

Received and approved from Cllr Coleman – personal.

Cllr Skerritt was absent.

City Cllr Rylan Ray offered apologies.

1705/4-23 Disclosable Interests Declarations

None received.

1706/4-23 Approve minutes of the meeting held on 2nd March 2023

It was proposed by Cllr Cave, seconded by Cllr Ormston and **resolved** to approve the minutes, which were duly signed by Cllr Cole.

1707/4-23 Information and reports

1. Detrimental road conditions and a 20mph speed limit through Newborough.

Discussion surrounding dangerous potholes on the roads. Cllr Allen updated that further to the commencement of the Civic year (beginning on the 5th May) the budget will hopefully offer reparative work in this area. A meeting will be arranged with members of the Parish Council, Lee Moore (PCC) and the Head of Highways (PCC) to discuss safety issues raised.

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2. Reports from City Councillors.

Cllr Allen agreed to contact Stagecoach regarding bus transport from Manor Drive to Newborough. Peterborough City Council will be launching a public consultation regarding a possible 20mph initiative through the village – the PC will await feedback from this.

Flytipping on BridgeHill Road has been reported, and the discarded sofa has now been removed from Fernie Close Park.

Thanks were offered to Mr Harris and Mr Angrave for their assistance with the recent village litter pick – two (2) trailers of rubbish and forty (40) bags were collected in total. The City Cllrs wish to be considered for a ‘flytipping’ camera from the Community Leadership Fund. There has been some success with the six (6) cameras already deployed in Newborough.

Cllr Simons offered to collect any outstanding fly tipped waste, and Cllr Fox has litter picks and bags for distribution. It was agreed to include this on the May agenda.

3. Update following the Neighbourhood Plan meeting held on the 30th March.

Cllr Cole will lead on the Neighbourhood Plan Steering Group. The NP process was fully considered, and all businesses and organisations in the parish are to be listed for future public participation. There was also discussion surrounding the distribution of questionnaires within the public domain.

The meeting offered ‘scene setting’ for the steering group, with seven (7) attendees in total (excluding the Clerk.)

4. Proposed Terms of Reference for the Community Engagement, Media, Press and Public Relations Committee.

It was proposed by Cllr Ormston, seconded by Cllr John Fox and unanimously **resolved** to adopt the aforementioned Terms of Reference.

5. Adoption of the following Policy Documents: (Disseminated prior to the meeting)

- Amended Co-Option Policy following review.
- Newborough and Borough Fen PC Complaints Procedure.
- Newborough and Borough Fen PC Purchase Ordering and Payment for Goods and Services Policy.

Following discussion, it was agreed to defer this item to the next meeting.

Cllrs Cave, Ormston and John Fox will review the presented Co-Option Policy for simplification and transparency requirements.

Cllrs Cole and Ormston will review the Complaints Policy.

It was agreed to defer the approval of the Purchase Ordering and Payment for Goods and Services Policy to the Closed Session, further to item 1715/4-23 on the agenda.

6. Progress update regarding the skate ramp project at Fernie Close Park.

The Clerk is in the process of receiving outline quotes for the skate ramp, to determine funding requirements. It was advised that an external ground survey company be used.

7. Agree PCC Co-opted Members from Newborough and Borough Fen Parish Council as PC representation.

Parish Councillors can be co-opted onto the PCC scrutiny committee meetings; growth and communities, rural; transport and climate change. Cllr Cole expressed interest in joining for public transport. Cllrs interested in scrutiny meetings are to email Cllr John Fox directly.

8. To Note: The Annual Parish Meeting will take place on Thursday 18th May at 6-45pm at the Village Hall, followed directly after by the Annual Meeting of the Parish Council.

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1708/4-23 Finance – April Payments

(s150, s111 LGA 1972)

1. To approve accounts for payment.

Due to unavailable figures following the financial year end, the correct amount shown for payroll is £2008.77.

Additional costings: -

- The Kings Coronation event in May (covered through lottery funding and EMR, with invoices yet due to be received)
- a utility bill received from Wave at £134.19

It was proposed by Cllr John Fox, seconded by Cllr Cave and unanimously **resolved** to approve the accounts for payment.

2. To approve the Clerk's expenditure.

It was proposed by Cllr Rowell, seconded by Cllr Ariss and unanimously **resolved** to approve the Clerk's expenditure.

3. Monthly bank reconciliations

The bank reconciliation for March 2023 was agreed as correct.

4. Renewal of annual CAPALC membership (including data protection) at a cost of £600.42.

It was proposed by Cllr Rowell, seconded by Cllr Ormston and unanimously **resolved** to accept CAPALC membership for 2023-2024, including data protection.

Payroll	BACS	Salary, NI and superannuation	£2008.77
	BACS	Home as office	
		Travel expenses on 21/3/23	£26.00
		@.45p per mile	£15.30
		Postage	£3.35
		Travel expenses on 30/3/23	
		@.45p per mile	£15.30
Clerk's expenses			
Vodafone Ltd	D/D	Mobile phone	£17.25
IONOS by 1&1	Debit card	Website domain	£6.00
CGM	BACS	Parish maintainance	£598.74
Savills	BACS	Allotments rent	£995.00
Red Shoes	BACS	Payroll	46.80
CAPALC	BACS	Councillor training	80.00
CAPALC	BACS	Annual membership	£600.42
WAVE	BACS	Water charges	£134.19

1709/4-23 Village and Community.

1. Final plans for the event celebrating the Coronation of King Charles III on 7th May 2023 (successful lottery application by the Clerk for £880 and EMR £500)

A Coronation 'Afternoon Tea Party' will be held at the Village Hall on Sunday 7th May between 2pm-6pm. There will be free food and refreshments, an onsite pizza van, ice cream van and a free children's teacup ride and activities. The PC will be purchasing Coronation pin badges to distribute to the local school and pre-school. A risk assessment will be carried out and all relevant insurances will be provided in advance of the event.

2. Agree action regarding an overgrown tree at Fernie Close Park - Cllr Coleman (Picture circulated to members)

It was agreed to defer this item.

3. Update regarding soil slippage repairs at Fernie Close Park.

Cllr Cave offered to repair the fence at Fernie Close Park to prevent further soil slippage and to fill in the large hole at the park, at no charge to the PC.

1710/4-23 Allotments.

To agree a polytunnel at the allotments, sized 3.6m x2.4m as per terms and conditions of tenancy. The polytunnel will be made from tubes and plastic polyethylene, with a door made from wood.

It was proposed by Cllr Cawley, seconded by Cllr Ormston and **resolved** to allow the tenant to erect a polytunnel on the plot, as per the above dimensions.

1711/4-23 Burial Authority.

Update following a meeting held at the cemetery with Newborough Church Wardens

The list offered by the church will be considered at the next meeting.

1712/4-23 Planning Applications.

None.

Permitted/Refused/Withdrawn.

22/00823/FUL Erection of 30 residential properties at the Land to The East of Bramble Close, Newborough. Permitted on 9/3/23.

22/01705/FUL The demolition of agricultural buildings and an existing dwelling and the erection of 2 x semidetached cottages at Home Farm, Guntons Road, Newborough. Refused on 24/2/23.

Planning Correspondence.

None received.

1713/4-23 Matters as agenda items for future consideration (decisions cannot be made under this item.)

Complaints policy, co-option policy, churchyard list for action, tree at Fernie close park, skate ramp update, buses, levelling of stumps at Fernie Close Park.

1714/4-23 Correspondence.

- Positive feedback received regarding The Village Tribune – Editor responded.
- Email received from the Village Hall Trustees regarding maintenance of the defibrillator outside the village hall – the Trustees have agreed to maintain and insure the device.
- Responses received regarding a possible 20mph initiative in the village – noted under 1707/4-23.1

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 Ormston 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 9:00pm and was reconvened at 9:39pm.

1715/4-23 Resident correspondence received regarding Council purchasing orders and transactions.

Correspondence received was fully discussed. It was agreed for the Clerk to respond with the following: -

“Thank you for bringing this matter to our attention. We acknowledge receipt of your correspondence and will get back to you as soon as possible. “

The Clerk and Cllr Ormston will investigate the matter following advice received from CAPALC and review the Purchase Ordering and Payment for Goods and Services Policy.

The Annual Parish Meeting will be held on Thursday 18th May 2023 at 6:45pm in the Village Hall.

This will be followed directly after by the Annual Meeting of the Council at 7:15pm.

There being no further business the meeting closed at 9:39pm.