



Newborough and Borough Fen Parish Council

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Chairman: Bryan Cole
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NOTICE OF MEETING: Annual Meeting
TIME: 7:15pm
DATE: Thursday 18th May 2023
VENUE: Village Hall, Guntons Road, Newborough, PE6 7AJ



All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.
Members of the public and press are welcome to attend the meeting and time will be made during the meeting for members of the public to address the Council.

Irene Healiss, Clerk to Newborough and Borough Fen Parish Council



Irene Healiss
12st May 2023

MEMBERS: 12 QUORUM: 4

Public Participation

This section (at the Chairman's discretion may last up to 15 minutes) is to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting.

AGENDA

- 1716/5-23** Election of Chairman of the Council for the municipal year
- 1717/5-23** Declaration of Acceptance of Office for the Chairman
- 1718/5-23** To appoint the Vice Chairman for a similar period
- 1719/5-23** To receive and approve apologies for absence
- 1720/5-23** To receive Disclosable Interests Declarations
Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012. All dispensation requests must be made to the Clerk prior to the meeting.
- 1721/5-23** To approve minutes of the meeting held on 6th April 2023
- 1722/5-23** To approve minutes of the extraordinary meeting held on the 11th of May 2023
- 1723/5-23** To receive Mr Martin Brooker from PCC (Highway Maintenance and Schemes Commissioning Manager) for discussion surrounding Newborough and Borough Fen highways – Council and public Q &A.



1724/5-23 Information and reports

1. Receive reports from City Councillors.
2. To agree the Council's continued eligibility for the General Power of Competence.
3. Review and agree Councillor responsibilities and working parties.
4. To review Council Standing Orders and Financial Regulations.
5. To review the following policies: health and safety, safeguarding, data protection, grant awarding, equality and diversity, model publication scheme, code of conduct, recording and filming and homeworking policies.
6. To agree the adoption of the following Policy Documents: *(Disseminated prior to the meeting)*

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

1725/5-23 Finance

(s150, s111 LGA 1972)

1. To approve accounts for payment.
2. To approve the Clerk's expenditure.
3. Monthly bank reconciliation (April).
4. To renew ICCM membership at £95.00
5. To Note: Zurich parish council insurance renewal from 1st June 2023 (as per the three-year agreement) at £1,282.69 (including tax.)
6. To agree to purchase a replacement Union Jack flag at £75.56 (incl. VAT)
7. To agree to grind out three (3) Chestnut stumps at Fernie Close Park at £520 (incl VAT)
8. Quarterly budgets, taken to year end (disseminated to the council).
9. Earmarked reserves allocation- review.

1726/5-23

Payroll	BACS	Salary, NI and superannuation	£1,886.24
Clerk's expenses	BACS	Home as office	£26.00
		Travel expenses (mileage) on 25/4/23 @.45p per mile	£6.84
		Travel expenses (mileage) on 26/4/23 @.45p per mile	£17.01
		Travel expenses (mileage) on 7/5/23 @.45p per mile	£16.74
		Postage	£1.65
		Travel expenses on 30/3/23 @.45p per mile	£15.30
Clerk's expenses		Coronation event – Amazon	£160.55
		Coronation event – Morrisons	£95.00
		Coronation event - Morrisons	£39.73
Vodafone Ltd	D/D	Mobile phone	£19.73
IONOS by 1&1	Debit card	Website domain (APRIL payment)	£14.44
		Website domain (May payment)	£6.00
CGM	BACS	Parish maintainance	£598.74
Viking Direct	BACS	Office supplies	£147.96
ICCM	BACS	Membership	£95.00
MM Signs	BACS	Signage for Coronation	£48.00
NLDB	BACS	Drainage rates	£198.02
Printerinks	BACS	Ink - toner	£160.36
Zurich	BACS	Insurance	£1,282.69
Amazon	Debit card	Gavel	£13.90



Village and Community.

1. To receive update following the 'Afternoon Tea Party' Coronation event on the 7th of May 2023 – Cllr Coleman and the Clerk.
2. To agree action regarding an overgrown tree at Fernie Close Park - Cllr Coleman (Picture circulated to members)
3. Update regarding soil slippage repairs at Fernie Close Park – Cllrs J Hill and Cave.
4. To receive an update and agree the location of the history board at Crown Garden – Cllr Cole.
5. To discuss a village litter pick – Cllr Fox.

1727/5-23 Allotments.

1728/5-23 Burial Authority.

To receive an update following a meeting held at the cemetery with Newborough Church Wardens on 21/3/23 – Cllr Coleman and Cllr Rowell.

1729/5-23 Planning Applications.

23/00483/OUT Demolition of existing agricultural buildings and the development of a phased residential development (up to 1,130 dwellings) including green space, access, and other associated infrastructure (all matters reserved except access) at the Land ease of Newborough Road, Newborough Road, Paston. Comments to be received by 30th May 2023.

23/00379/TRE (T1) Oak raise crown to 3.5m, prune 2m away from the property raise over road to approx. 5.5m and clear around lamp post (96/00001/TPO) at 1 Harris Close, Newborough PE67AJ.

Permitted/Refused/Withdrawn.

22/00362/HHFUL Non-material amendment (Plans – roof) of planning permission 22/00362/HHFUL at 20 Soke Road, Newborough, PE67QT. Determined on 2/5/23.

23/00368/PRIOR Erection of a cladded grain store at Belmont House, Guntons Road, Newborough. Decision not required – 27/4/23.

Planning Correspondence.

None received.

1730/5-23 Matters as agenda items for future consideration (decisions cannot be made under this item.)

1731/5-23 Correspondence.

- Email received regarding tree cutting on Sergeant's Close and village grass cutting for the Kings Coronation – Clerk responded.

Close of meeting – date of next meeting.