



# Newborough and Borough Fen Parish Council

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Chairman: Bryan Cole  
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**NOTICE OF MEETING:** Full Council Meeting  
**TIME:** 6:45pm  
**DATE:** Thursday 1<sup>st</sup> June 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  
26<sup>th</sup> 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**

**1732/6-23**      **To receive and approve apologies for absence.**

**1733/6-23**      **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.

**1734/6-23**      **To approve minutes of the meeting held on 18th May 2023**

**1735/6-23**      **Information and reports**

1. Receive reports from City Councillors.
2. To accept the Internal Auditors report.
3. To approve the Annual Return:-
  - Statement one
  - Statement two
4. 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.

**1736/6-23 Finance**  
(s150, s111 LGA 1972)

1. To approve accounts for payment.
2. To approve the Clerk’s expenditure.
3. Monthly bank reconciliation (May).

To Note: Donation from Foodmaster Catering (‘Franks Ices’ for £30)

Payroll	BACS	Salary, NI and superannuation	£1,886.24
Clerk’s expenses	BACS	Home as office	£26.00
		Travel expenses (mileage) on 17/5/23 @.45p per mile	£16.56
		Eye test	£35.00
		Postage	£5.49
Vodafone Ltd	D/D	Mobile phone	£19.73
IONOS by 1&1	Debit card	Website domain	£14.44
CGM	BACS	Parish maintainance	£598.74
Internal Auditor	BACS	IA	£107.15
Smooth Removals	BACS	Confidential waste bin	£35
Cambs Acre	BACS	Membership	£60
Red Shoes	BACS	Payroll	£46.80

**1737/6-23 Village and Community.**

1. Update regarding soil slippage repairs at Fernie Close Park – Cllrs J Hill and Cave.
2. Update regarding painting of the multi-unit at Fernie Close Park – Cllr J Hill.
3. To agree a ‘Crown Garden’ working party to regularly maintain the area.

To Note: VIVACITY event to take place on August 18<sup>th</sup> 2023 at Coronation Field.

**1738/6-23 Allotments.**

To consider purchasing a new shed/ storage container for the community plot.

**1739/6-23 Burial Authority.**

**1740/6-23 Planning Applications.**

**Permitted/Refused/Withdrawn.**

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 18/5/23.



**Planning Correspondence.**

None received.

**1741/6-23** Matters as agenda items for future consideration (decisions cannot be made under this item.)

**1742/6-23** Correspondence.

Received regarding consultation for the potential closure of the Dr's surgery on Gunton's Road.

**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\(2\).](#)

**1743/6-23**

To discuss Fernie Close ground survey quotes received and agree skate ramp progress.

Close of meeting – date of next meeting.