

# Newborough and Borough Fen Parish Council

[www.newboroughandboroughfenpc.org.uk](http://www.newboroughandboroughfenpc.org.uk)



Clerk: Irene Healiss  
07388584591  
clerk@newboroughandboroughfen-pc.gov.uk

Chairman: Bryan Cole  
bryan.cole@newboroughandboroughfenpc.org.uk

## Minutes of the Meeting of Newborough and Borough Fen Parish Council held on Thursday 1st June 2023 at the Village Hall, Guntons Rd, Newborough, commencing at 6.45pm

Present: Councillors Bryan Cole (Chairman), Mark Ormston (Vice-Chair), Richard Cawley, Vicki Coleman, John Rowell, William Cave, Jon Hill, Kim Hill.  
Also in attendance: Irene Healiss (Clerk.)  
City Councillors Steve Allen and Nigel Simons.  
Two (2) members of the public.

### Public Participation

There was no public participation.

### **1732/6-23** Receive and approve apologies for absence.

Received and approved from Cllr Skeritt – work commitments.  
Received and approved from Cllrs John and Judy Fox – personal.  
Cllr Ariss was absent.

City Cllr Rylan Ray offered apologies.

### **1733/6-23** Disclosable Interests Declarations

None received.

### **1734/6-23** Approve minutes of the meeting held on 18<sup>th</sup> May 2023

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

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

#### 1. Reports from City Councillors.

Griffiths Close - Cross Keys Homes have stated there is ample parking at the development, and an on-site meeting will be arranged with PCC for further discussion.

#### 2. Accept the Internal Auditors Report

It was proposed by Cllr Rowell, seconded by Cllr Coleman and unanimously **resolved** to accept the Internal Auditors report.

6:58pm Cllr Cave offered apologies arriving late.

#### 3. To approve the Annual Return

- Statement one: -

It was proposed by Cllr Ormston, seconded by Cllr Rowell and unanimously **resolved** to accept statement one of the AGAR, which was duly signed.

- Statement two: -

It was proposed by Cllr Coleman, seconded by Cllr Ormston and unanimously **resolved** to accept statement two of the AGAR, which was duly signed.

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

Amended Co-Option Policy following review: -

It was proposed by Cllr Cave, seconded by Cllr Ormston and unanimously **resolved** to adopt the co-option policy.

Newborough and Borough Fen PC Complaints Procedure: -

It was proposed by Cllr Coleman, seconded by Cllr Cawley and unanimously **resolved** to adopt the complaints procedure.

It was agreed for Cllr Ormston to draft a scope regarding anonymity and vexatious complaints for the next meeting.

Newborough and Borough Fen PC Purchase Ordering and Payment for Goods and Services Policy: -

It was proposed by Cllr Coleman, seconded by Cllr Ormston and unanimously **resolved** to adopt the Purchase Ordering and Payment for Goods and Services Policy.

**1736/6-23 Finance**

(s150, s111 LGA 1972)

1. To approve accounts for payment.

It was proposed by Cllr Coleman, seconded by Cllr Cole and unanimously **resolved** to approve the accounts for payment.

As per the payment schedule, it was proposed by Cllr Coleman, seconded by Cllr Ormston and unanimously **resolved** to continue the annual membership with Cambridgeshire Acre at £60.

2. To approve the Clerk's expenditure.

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

3. Monthly bank reconciliations

The bank reconciliation for May 2023 was agreed as correct.

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.  
Cllr Cave will contact the residents directly for an update and inform the Clerk once work has been completed.
2. Painting of the Multi-Unit at Fernie Close Park  
The multi-unit cannot be taken apart for shot blasting/painting due to tightly secured bolts within the equipment. As there are no evident health and safety concerns, it was agreed to consider this matter again in the future.
3. Crown Garden working Party to regularly maintain the area.  
To generate volunteer interest, It was agreed for Cllr Cole to advertise this initiative in the Village Tribune. The Clerk will also promote using the PC's social media platforms.

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

**1738/6-23 Allotments.**

Consider purchasing new shed/storage container for the community plot.

Cllr Hill will carry out an on-site inspection of the metal container located at the rear of the village hall for PC use and will also assess the untenanted plots for maintenance requirements.  
The Clerk will investigate costs for a shed at the community plot.

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

**1740/6-23 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.

**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.)**

Dr's surgery (potential closure), dog fouling, public transport concerns: Invite Cllr Simons to a meeting regarding transport/buses, CGM, setting up a youth club.

**1742/6-23 Correspondence.**

Received regarding consultation for the potential closure of the Dr's surgery on Gunton's Road. The first two consultations have been missed and residents have contacted the Parish Council requesting action on their behalf to ensure the consultations are effective. The Clerk will contact CPICB.

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**

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

It was proposed by Cllr Coleman, 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 8:08pm and was reconvened at 8:44pm.

Further to quotes provided by the Clerk, it was proposed by Cllr Cole, seconded by Cllr Cave and **resolved** to accept the price offered by Ground Engineering Limited, Peterborough to carry out the soakaway testing at the proposed skate ramp location at £1795 plus VAT. There was one (1) vote against. The Clerk will ensure that the ground is restored following completion of the work.

It was proposed by Cllr Cole, seconded by Cllr Coleman and resolved for the Clerk to make further enquiries to submit plans for a slightly smaller ramp with reduced height (planning fee £234). There was one (1) vote against.

There being no further business the meeting closed at 8:44pm.