

Newborough and Borough Fen Parish Council

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 5th October 2023 at the Village Hall, Guntons Rd, Newborough, commencing at 6.45pm

Present: Mark Ormston (Vice-Chair), Richard Cawley, Vicki Coleman, John Rowell, William Cave, Jon Hill and Kim Hill.

Also in attendance: Irene Healiss (Clerk.)
City Councillors Nigel Simons, Steve Allen.
Three (3) members of the public.

Public Participation

None.

Apologies were offered for non-attendance regarding the budget simulator presentation by PCC.

1771/10-23 Receive and approve apologies for absence.

Received and approved from Cllrs J and J Fox personal.
Cllr L Ariss personal.
Cllr B Cole personal

City Cllr Rylan Ray offered apologies.

1772/10-23 Disclosable Interests Declarations

Cllr Coleman regarding agenda items: - 1777/10-23 .4 as a member of the history group.
Cllr Cave regarding village hall matters - non-pecuniary interest.
1784/10-23 Confidential matter.

1773/10-23 Note the resignation of Patrick Skerritt

Noted by Cllrs – a letter of thanks has been sent to Mr Skerritt.

1774/10-23 Approve minutes of the meeting held on 7th September 2023

It was proposed by Cllr Coleman, seconded by Cllr J Hill and **resolved** to approve the minutes, which were duly signed by Cllr Ormston (acting as Chairman.)

1775/10-23 Approve minutes of the EOM held on 22nd September 2023

It was proposed by Cllr Coleman, seconded by Cllr J Hill and **resolved** to approve the minutes, which were duly signed by Cllr Ormston (acting as Chairman.) There was one (1) abstention.

1776/10-23 Information and reports

1. Report from City Councillors.

City Cllrs have commented on the Local Plan – PC representations were provided by the Clerk.

Road repairs on Guntons and Thorney Road have been completed satisfactorily.

A dog bin has been requested for Fernie Close Park, and the sensory board needs to be secured into the ground by PCC.

The drains and gully's have been cleared in Milking Nook.



Issues raised by Parish Cllrs for PCC attention: -

The bridge by Drain Road requires re-painting.

Chevrons/road markings are required when exiting Moor Road onto Thorney Road.

Better road signage is required at the end of Middle Road onto Drain Road, indicating a dead end.

The trees along Willow Drove have been requested for pollarding.

Hedge cutting is necessary along Bridge Hill Road and around the village.

2. Update on the External Auditors Report 2022-2023

Nothing of concern noted. Thanks were offered to the Clerk.

1777/10-23 Finance

(s150, s111 LGA 1972)

1. Approve accounts for payment.

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

2. Approve the Clerk's expenditure.

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

3. Monthly bank reconciliation (September)

The bank reconciliation was agreed as correct.

4. Agree two village History Boards as PC assets.

The History Group have agreed for the PC to take ownership of the history boards – one located at Crown Garden, the other to be positioned outside the Village Hall, Guntons Road. It was proposed by Cllr Ormston, seconded by Cllr Cave and **resolved** for the history boards to become PC assets. If the additional assets increase the PC insurance by 5% or more, this matter is to be brought back for review.

5. Agree for JJ trees to conduct a tree survey report at the burial ground at a cost of £375 + VAT.

It was proposed by Cllr Rowell, seconded by Cllr Cave and **resolved** to do so.

Cllr Cawley declared an interest in this matter as Church Warden and abstained from voting.

6. Agree purchase of a Christmas tree from Nunton Trees at a cost of £150 (incl. delivery)

It was proposed by Cllr Coleman, seconded by Cllr Cawley and **resolved** to do so.

Cllr Cave declared a commercial interest in this item.

7. PCC precept request 2024-2025; PC Budget Proposal.

Noted by Councillors – it was agreed to defer this item to the next meeting when the budget and precept will be thoroughly discussed.

8. Agree for the PC to invest in an accounts package for the 2024-2025 financial year for allotments, cemetery, and cashbooks. (Report disseminated prior to the meeting.)

Noted by Councillors - it was agreed to defer this item to the next meeting.

9. Note the bank transfer from VM to Unity Trust Bank on 2/10/23.

Noted.

10. Discuss investing funds from TSB into CCLA.

It was proposed by Cllr Ormston, seconded by Cllr Coleman and unanimously **resolved** to invest the PC's Ear Marked Reserves currently held in the TSB account into CCLA. If the PC near the FSCS (up to £85,000) alternative options are to be considered

October Payments 2023

Payroll	BACS	Salary, NI and superannuation	£1,886.24
Clerks Expenses	BACS	Work from home Postage Travel on 12/9/23 @.45p per mile	£26.00 £4.80 £15.30
Vodafone Ltd	D/D	Mobile phone	£19.73
IONOS by 1&1	Debit card	Website domain	£14.44
CGM	BACS	Parish maintainance	£598.74
PKF Littlejohn	BACS	External Audit	£378.00
Wave	BACS	Water	233.01
Canvas spaces	BACS	3D visualisations and planning drawings	£1122.00

1778/10-23 Village and Community.

1. Parish Councillor Representative to carry out the monthly defibrillator check at Milking Nook.
Cllr Cawley will continue to check the defibrillator until another representative is nominated.
2. Agree arrangements for the parish Christmas light switch on at Crown Garden.
It was agreed for the tree to be illuminated on the 1st of December 2023. The Clerk will advertise this event through social media channels. Cllr Coleman will make enquiries regarding attendance by the Mayor/Deputy Mayor and will request Christmas tree decorations from the pre-school and school. Refreshment options will be considered and brought back to the next PC meeting for discussion.
3. Boundary Commission 2026 (village envelope)
It was agreed to defer this item to the next meeting.
4. Update on the skate ramp.
The Clerk reported that a variation of condition has been applied for with planning with PCC, and funding has been sought. A decision is yet to be made. It was clarified that the PC has not been approached regarding external funding from a private community organisation.
5. Agree enforcement of dogs on a lead/being allowed to enter Fernie Close Park
It was proposed by Cllr J Hill, seconded by Cllr Cawley and resolved that the park should no longer allow dogs, except assistance dogs. The Clerk will request that the additional dog fouling bin be withdrawn. Cllr Cawley will send the Clerk measurements to make the necessary adjustments to the current signage on site.
6. Agree laying the wreath for Remembrance Day 11/11/23.
It was agreed for Cllr Cole or Cllr Ormston to lay the wreath on behalf of the PC. Cllr Rowell will raise the flag and arrange the lamp-post poppies. The wreath has been ordered by Mrs Cave, who will invoice the PC and bring to the next meeting.
7. Defibrillator awareness session on 20/1/24 at 1pm in the Village Hall.
This event will be widely advertised by the Clerk through the Village Tribune, PC website and social media. The session will start at 1:15pm to allow the trainer time to set up.

1779/10-23 Allotments.

- PC container at the rear of the village hall for allotment storage.
It was agreed to defer this item to the next meeting.

- Note allotment invoicing period 1/10/23-30/9/24.

Noted.

- Agree a skip at the allotments at a cost of £222 (8-yard skip) or £324 (12-yard skip) via Mick George

It was proposed by Cllr J Hill, seconded by Cllr Coleman and **resolved** to not proceed with the quotes provided. Cllr J Hill will review the level of debris at the allotments and report back to the council.

1780/10-23 Burial Authority.

- New notice board at the burial ground

Cllr J Hill will alter the fixings for the new notice board and remove the old one by the next meeting.

1781/10-23 Planning Applications.

23/01306/FUL Barn conversion and temporary siting of a caravan during construction at The Willows, Willow Drove, Borough Fen, PE67QB. Comments to be received by 18/10/23.

It was proposed by Cllr Coleman, seconded by Cllr Cawley and **resolved** to offer no comment either in support of, or objection to this proposal.

23/01325/TRE (T1) Ash reduce height by 4m, pull in lateral growth by 2m roadside and by up to 1.5 m on remaining crown, crown raise to 4 m over garden, footpath and drive and 5.5m over the road (11/00007/TPO) at 34 School Road, Newborough, PE6 7RG. Comments to be received by 17/10/23.

It was proposed by Cllr Coleman, seconded by Cllr J Hill and **resolved** to support this application due to the work being necessary.

23/01159/FUL Proposed two-storey rear extension and internal alterations to the existing car park at 1 School Road, Newborough, PE6 7RG. Comments to be received by 11/10/23.

It was proposed by Cllr Coleman, seconded by Cllr Cawley and **resolved** to object to this proposal. Reducing opportunity for any parking along School Road would have adverse knock-on effects in an already busy area due to the school and access to local amenities. Building an extension also suggests a further need for parking would be required and the application would need to offer provision surrounding this.

Permitted/Refused/Withdrawn.

None received.

Planning Correspondence.

None received.

1782/10-23 Matters as agenda items for future consideration (decisions cannot be made under this item.)

Skate ramp, Boundary Commission 2026, trees at Griffins Close, drain culvert, Christmas light event, allotments, PCC to move notice board at Milking Nook and provide a dog bin.

1783/10-23 Correspondence.

None received.

The following item it 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 Coleman, seconded Cllr Cawley 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 8:31pm and was reconvened at 8:45pm.

Further to advice sought through the NAS (legal), it was proposed by Cllr Coleman, seconded by Cllr Ormston and **resolved** to start the official process to recover tenanted land.

The next full Council meeting is on Thursday 2nd November 2023 at 6:45pm in the village hall.

There being no further business the meeting closed at 8:45pm.

A handwritten signature in black ink, appearing to be the initials 'BC'.