

Newborough and Borough Fen Parish Council

Parish Clerk: Irene Healiss
clerk@newboroughandboroughfen-pc.gov.uk
 Address: 5 Blenheim Road, Ramsey, PE261AL
 07388 584591

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

NOTICE OF MEETING: Full Council Meeting
TIME: 6:45pm
DATE: Thursday 14th March 2024
VENUE: Newborough Village Hall, Newborough, Guntons Road, PE6 7RT



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
 7th March 2024

MEMBERS: 12 QUORUM: 4 0 Vacancies

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

1823/3-24 To receive and approve apologies for absence.

1824/3-24 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.

1825/3-24 To approve minutes of the meeting held on 1st February 2024

1826/3-24 Information and reports

1. To receive reports from City Councillors.
 - Revisit questionnaire results from November 2022 (disseminated prior to the meeting) – Parish and City Cllrs.
 - Raise the flailing of Willow Drove – Cllr Angrave.
2. To discuss the Annual Play Inspection report (17/1/24) for Fernie Close Park from The Play Inspection Company and agree any remedial action and repairs therein.
3. To adopt the following policies: -
 - Sickness absence policy
 - Grievance policy
 - Disciplinary policy

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4. To review the Terms of Reference for the HR Committee.
5. To review the Terms of Reference for the Community and Public Relations Committee.
6. To receive an update from the Neighbourhood Plan Steering Group.
7. To receive an update from the Personnel Committee meeting held on 6/3/24.
8. To receive an update from the Community and Public Relations Committee meeting held on 6/3/24.

To Note: -

- Next Tribune submission deadline 12/4/24.
- Date of Internal Audit – 1/5/24
- Cllrs Cole and Angrave to attend the North Level Drainage Tour on 16/10/24.
- Peterborough Housing Strategy Consultation 2024-2029 - ended 4/3/24.

1827/3-24 To agree Cllr K Hill onto the HR Committee.

1828/3-24 Finance

(s150, s111 LGA 19)

1. To approve the accounts for payment.
2. To approve the Clerk's expenditure.
3. To Agree to purchase an 80-year D Day commemorative flag from Newton Newton (6ft x 4ft £34.50)
4. To Agree Hall and Son Tree Care to carry out works as per the tree report for £1,050.
5. To agree the monthly bank reconciliation (February 2024).

March Payments 2024

Payroll	BACS	Salary, NI and superannuation	£2002.70
Clerks Expenses	BACS	Work from home.	£26.00
		Mileage@.45p per mile (44.6 miles return) on 21/2/24.	£20.07
Vodafone Ltd	D/D	Mobile phone	£19.73
IONOS by 1&1	Debit card	Website domain	£24.04
CGM	BACS	Parish maintainance	£598.74
ICO	D/D	Data protection fee	£35.00
Printerinks	BACS	Ink	£182.28
Peterborough City Council	BACS	By-election costs	£3484.10
Savills	BACS	Rent (playing field)	£275.00
Red Shoes	BACS	Payroll	£46.80

To Note – Due to the PC change of bank, the ICO D/D is due to leave the PC account in March, not February.

<u>Neighbourhood Plan Steering Group Payments</u>	
<u>March payments</u>	
Norwich Print Solutions	£205.20
Norwich print Solutions	£190.00
Newborough Village Hall	£10.00
CC Planning	£4020.00

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1829/3-24 Village and Community.

1. To discuss and agree the process for a 20-mph speed limit on the Newborough side roads – parish council.
2. To consider a further defibrillator training session in the village at £175 plus VAT - Cllr Coleman.
3. To discuss Spring flowers at Crown Garden (donated by Jemma's Plants) – Cllr Coleman.
4. To agree a working party for the family fun day in August – Cllr Coleman.
5. To agree a bus strategy for the parish – Cllr John Fox
6. To receive an update on the skate ramp project – Clerk.
7. To agree a meeting date for the Awards working party – working party representatives.

1830/3-24 Allotments.

- PC container availability at the rear of the village hall for allotment storage – Cllr J Hill.

1831/3-24 Burial Authority.**1832/3-24 To agree a response for the Local List of Validation Requirements Update (PCC Planning policy) – deadline 9th April 2024.****1833/3-24 Planning Applications.**

- 24/00220/FUL Proposed demolition of existing dwelling and the erection of 1no. detached cottage at Home Farm, Gunton's Road, Newborough, PE6 7RU – deadline for comments 21/3/24.
- 24/00124/HHFUL Retention of building with curtilage of dwelling for use as annexe – Retrospective at 100 Speechley Drove, Newborough, PE6 7RR – deadline for comments 15/3/24.
- 24/00217/WCPP Variation of conditions C2 (approved plans- updated to facilitate alterations to condition 4), C3 (external materials and samples) and C4 (windows to the northern elevation altered to allow for fire egress), pursuant to planning permission reference 23/01306/FUL at The Willows, Willow Drove, Newborough Fen Peterborough PE6 7QB – deadline for comments 21/3/24.
- 4/00207/WCPP Variation of condition C2 (approved plans) pursuant to planning permission reference 23/00854/HHFUL at 16 Soke Road, Newborough, Peterborough PE6 7QT - deadline for comments 20/3/24.

Permitted/Refused/Withdrawn.

- 24/00071/NONMAT Non-material amendment (changes to window sizes and addition of windows to the north elevation/omission of rooflights to southeast elevation (kitchen/dining) to planning permission 23/00792/HHFUL at Valeen, Milking Nook, Peterborough – determined 14/2/24.
- 23/01592/FUL Single storey rear extension at Sissons Barn, Thorney Road, Peterborough – permitted on 23/1/24.

Planning Correspondence.

None received.

1834/3-24 Matters as agenda items for future consideration (decisions cannot be made under this item.)

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1835/3-24 Correspondence.

None received.

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\(2\)](#).

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of the business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings during which the resolution applies.

1836/3-24 To agree to accept a donation payment.

Close of meeting – date of next meeting.