

Newborough and Borough Fen Parish Council

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Chairman: Bryan Cole
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Minutes of the Meeting of Newborough and Borough Fen Parish Council held on Thursday 14th March 2024 at Newborough Village Hall, Guntons Road, Newborough, PE6 7RT.

Present: Bryan Cole (in the Chair), Mark Ormston, Richard Cawley, John Fox, Kevin Angrave, Judy Fox, Vicki Coleman, William Cave, Jon Hill, Lee Ariss, John Rowell and Kim Hill.

Also in attendance: Irene Healiss (Clerk).

City Councillor Nigel Simons.

Five (5) members of the public.

Public Participation

None

1823/3-24 Receive and approve apologies for absence.

None.

City Cllr Steve Allen offered apologies.

1824/3-24 Disclosable Interests Declarations

Cllr Cave for matters pertaining to the Village Hall.

Cllr Ormston – intention to run as a City Councillor.

Cllr Cawley for matters pertaining to Newborough church.

Agenda item 1833/3-24 100 Speechley Drove - Cllrs K and J Hill.

Agenda item 1833/3-24 16 Soke Road- Cllr Coleman

Agenda item 1833-3-24 The Willows – Cllr Angrave

Agenda item 1833-3-24 100 Speechley Drove – Cllr Ariss

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

It was proposed by Cllr Cave, seconded by Cllr Coleman and **resolved** to approve the minutes.

The minutes were duly signed by Cllr Cole. There were two (2) abstentions due to non-attendance at the meeting.

1826/3-24 Information and reports

1. Report from City Councillors.

Cllr Allen will arrange to increase collection for the dog bin on Guntons Road. Possible AED signage within the village is being investigated by Martin Brooker at PCC.

Rural villages need to be more connected through the bus service and this is on the agenda for Newborough – further PC discussion to route the buses from Roman Fields through the village.

Questionnaire input from PCC: -

- There have been some improvements on paths/roads in the area.
- PCC cannot make decisions regarding policing, although there has been an increased police presence (around speeding.)
- Most enclosed dog walking areas are private.
- The matter of average speed cameras is ongoing (revenue is problematic.)
- There needs to be better maintenance as a joint approach (PCC need to improve.)

- Doctors and dentists – PCC have no authority in this area, although Cllrs can apply pressure where necessary.

Issues raised by Parish Cllrs for PCC attention: -

- Potholes need addressing along Werrington Bridge Road, the Decoy and Eves Close.
- Flytipping on Drain Road (near to Bridge Hill Road) and Werrington Bridge Road. Tyres have been reported on Willow Drive – Cllr Angrave will collect on the litter pick.
- It was agreed for the Clerk to contact City Councillor Rylan Ray regarding local upcoming D-Day celebrations.

It was reported that a local farmer has flailed Willow Drove following PCC carrying out maintenance along the Drove, including tree pollarding work. As a result, many of the trees and grass verges have been damaged. It was agreed for the Clerk to contact the farmer and the City Council tree officer regarding this matter.

2. Annual Play Inspection report for Fernie Close Park

Following discussion surrounding the report, it was agreed to revisit remedial work to the basketball hoop and surfacing in three (3) months' time with costings. It was also agreed for the Clerk to contact Newborough school regarding fencing repair and PCC to better fit the sensory board. The Clerk will investigate management responsibility of the rear chain link fence with the church commissioners.

3. Adoption of the following policies and Terms of Reference (first reviewed by the HR Committee): -

- Sickness absence policy – proposed by Cllr Ormston, seconded by Cllr Coleman and **resolved** to accept the policy with the agreed amendments.
 - Grievance Policy – proposed by Cllr Angrave, seconded by Cllr Ormston and unanimously **resolved** to agree the policy.
 - Disciplinary Policy - proposed by Cllr Ormston, seconded by Cllr Cawley and unanimously **resolved** to agree the policy.
4. Terms of Reference (TOR) for the HR Committee - proposed by Cllr Ormston, seconded by Cllr Coleman and **resolved** to accept the TOR with the agreed amendments (circulated.)
5. Terms of Reference (TOR) for the Community and Public Relations Committee – proposed by Cllr Ormston, seconded by Cllr Coleman and **resolved** to accept the TOR with the agreed amendments (circulated.)
- It was agreed for the Clerk to add committee members onto the PC website from May (once approved at the meeting.)
6. The Neighbourhood Plan survey should be ready for circulation next week. The steering group is very active, and two members will be meeting planners from AECOM on Monday 18th March regarding design codes for the plan. The Locality grant is paying Neighbourhood Plan costs.
7. The HR Committee met on 6th March 2024 to review relevant policies, as well as producing a desktop assessment for the Clerk to complete.
8. The Community and Public Relations Committee met on 6th March 2024 and evaluated social media strategies for the PC to have a strong social media presence. Wording will be co-ordinated in advance by the Committee to get information out quickly into the community.

Noted by Councillors:

- 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 Agree Cllr K Hill onto the HR Committee

It was proposed by Cllr Coleman, seconded by Cllr Cave and unanimously **resolved** for Cllr K Hill to join the HR Committee, at the invitation of the Chairman (as per the HR Terms of Reference).

1828/3-24 Finance

(s150, s111 LGA 1972)

1. Approve accounts for payment.

It was agreed for the Clerk to conduct a costs analysis for current printing costs against a subscription-based alternative.

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

2. Approve the Clerk's expenditure.

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

3. Agree 80-year D Day commemorative flag purchase from Newton Newton (6ft x 4ft at £34.50)

The Clerk will investigate a cheaper, alternative flag. If unavailable, it was proposed by Cllr Cole, seconded by Cllr Coleman and **resolved** for the Clerk to purchase the flag through Newton Newton.

The Clerk will request the flag to be flown at the church.

4. Agree Hall and Son to carry out works as per the tree report for £1,050.

Hall and Son completed PC works following the last tree report and provided the only quote. It was proposed by Cllr Angrave, seconded by Cllr Coleman and **resolved** for Hall and Son to carry out the required works. There was one (1) abstention.

5. Monthly bank reconciliation (February)

The bank reconciliation was agreed as correct.

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.


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<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

1829/3-24 **Village and Community.**

1. Process for a 20-mph speed limit on Newborough side roads.

It was agreed for this matter to be included in the next Village Tribune Chairman's update, to gauge community interest in the scheme for progression.

2. Further defibrillator training session in the village at £175 plus VAT

It was agreed for this to be included in the next Village Tribune Chairman's update, to gauge community interest for progression.

3. Spring flowers at Crown Garden (donated by Jemma's plants)

Jemma's plants have agreed to provide flowers for Crown Garden and will provide a plaque on site: - 'Donated by Jemma's Plants.'

The Clerk will send the original plan for Crown Garden to Cllr Coleman.

4. Agree a working party for the family fun day in August.

It was proposed by Cllr Cole, seconded by Cllr Ormston and unanimously **resolved** for Cllrs John Fox and Kim Hill to form part of the family fun day working party with Cllr Coleman.

5. Bus strategy for the parish

It was raised for the PC to contact PCC and arrange an onsite meeting in the village to discuss a bus strategy. It was proposed by Cllr Cole, seconded by Cllr Ormston and unanimously **resolved** for Cllrs:

Ormston, Cole, Angrave, John Fox, Coleman, Judy Fox and Mrs Brenda Vessey (in the public forum) to form the working party.

Thanks were given to Mr and Mrs Vessey for their ongoing work in delivering the Village Tribune in the local area.

6. Update on the skate ramp project.

The Clerk is awaiting a response from the National Lottery funding application which was submitted last year. The skate ramp working party will need to meet to discuss progressing the project.

7. Meeting date for the awards working party.

It was agreed for the awards working party to meet directly after the bus strategy meeting at the village hall – date and time to be confirmed.

1830/3-24 **Allotments.**

- PC container at the rear of the village hall for allotment storage.

It was agreed to remove this item from the agenda due to no further updates.

1831/3-24 **Burial Authority.**

1832/3-24 **Planning Applications.**

24/00124/HHFUL was moved to the last item under planning from the agenda order.

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. It was proposed by Cllr Angrave, seconded by Cllr Ormston and **resolved** to support this application. Based on the plans presented it is too expensive to renew the existing building.

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. It was proposed by Cllr Ormston, seconded by Cllr Cawley and **resolved** to support this application. The variations are necessary and in keeping with the surrounding area.

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. It was proposed by Cllr Cawley, seconded by Cllr Ariss and **resolved** to support this application. There was one (1) abstention by Cllr Coleman. Based on the plans presented, the variation is in keeping with the surrounding area and required.

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. Cllrs K and J Hill left the room at 20:49 hours and returned following the vote. It was proposed by Cllr Angrave, seconded by Cllr Cawley and **resolved** to object to this application based on the following comments: -
The Parish Council raised concern that the design of the building has not complied with building control/ building regulations as a residence and is therefore unfit to be considered a dwelling.
The footprint proposed far exceeds the size of the building it is replacing (including the gardens).
There are no apparent foundations to the building, particularly as this is in a (previously) flooded area.
The outside has not been built with structural timbers.
There is concern that if agreed, this application will set a precedent for future agricultural sites.
There is no evidence in the current application that the building is Part M compliant (having larger doors) for disabled access/egress.
There were five (5) votes in favour and five (5) abstentions.
Cllrs John and Judy Fox, Cole and Coleman abstained as they did not know enough about the application.
Cllr Ariss declared an interest.

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.)

Advertising vans, small sign for the cemetery.

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1835/3-24 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 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 21:11pm and was reconvened at 10:02pm.

1836/3-24 Accept a donation payment

Cllr Cave left the meeting at 21:46 hours.

It was proposed by Cllr Ormston, seconded by Cllr Cole and **resolved** to agree that the funds raised for the skate ramp project were done so without prejudice.

Recorded Vote: -

In favour - Cllr Cole, Cllr John Fox, Cllr Coleman, Cllr Ariss, Cllr Ormston, Cllr J Hill.

Against - Cllr Rowell, Cllr Cawley, Cllr K Hill, Cllr Angrave.

Abstained - Cllr Judy Fox.

It was proposed by Cllr Cole, seconded by Cllr Ormston and **resolved** that the funds be accepted with the caveat that should the project not complete within three years of planning permission received, the funds will be returned in full to the donor. A legal agreement to that effect will be signed between the Parish Council and the donors.

The date for next full Council meeting is Thursday 4th April 2024.

There being no further business the meeting closed at 10:02pm.



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