



# Newborough and Borough Fen Parish Council

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Chairman: Mark Ormston  
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**NOTICE OF MEETING:** Annual Meeting  
**TIME:** 6:45pm  
**DATE:** Thursday 9<sup>th</sup> May 2024  
**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  
2<sup>nd</sup> May 2024

**Please note:**

**All mobile phones to be set to silent/vibrate.**

**Anyone recording - please make it known to the Clerk before the meeting commences to ensure reasonable adjustments can be made.**

MEMBERS: 12      VACANCIES: 1      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

**1850/5-24**      Election of the Chairman of the Council for the municipal year

**1851/5-24**      Opening address and Declaration of Acceptance of Office for the Chairman

"Newborough and Borough Fen Parish Council is a corporate body – please refer to legal minutes as per the Parish Council website or via the Clerk regarding any information or details arising from a meeting. This will reflect the true record of decisions made. Minutes are ratified by Full Council as accurate at the following meeting."

**1852/5-24**      To appoint the Vice Chairman for a similar period

**1853/5-24**      To receive and approve apologies for absence

**1854/5-24**      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.

**1855/5-24**      To approve minutes of the meeting held on 4th April 2024

2<sup>nd</sup> May 2024



**1856/5-24 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
    - To note the dates of the period of the exercise of public rights: -  
Monday 3<sup>rd</sup> June 2024 – Friday 12<sup>th</sup> July 2024
4. To agree the Council's continued eligibility for the General Power of Competence.  
(Article 2:2(1) Parish Councils (General Power of Competence) (Prescribed conditions) Order 2012
5. Review and agree Councillor responsibilities and working parties. (Appendix one.)

To note:

Personnel Committee: -

Cllr Ormston (Chairman), Cllr Coleman, Cllr K Hill, Cllr J Hill.

Community and Public Relations Committee: -

Cllr Ormston (Chairman), Cllr Coleman, Cllr John Fox, Cllr Angrave.

6. To receive an update from the Community and Public Relations committee held on 22<sup>nd</sup> April 2024.
7. To review Council Standing Orders and Financial Regulations.
8. To review the following policies:  
Health and Safety, Safeguarding, Data Protection, Grant Awarding, Equality and Diversity, (Model) Publication Scheme, Code of Conduct, Recording and Filming.
9. To agree the adoption of the following Policy Documents: (*Disseminated prior to the meeting*)
  - Dispensation policy.

**1857/5-24 Finance**

(s150, s111 LGA 1972)

1. To approve accounts for payment.
2. To approve the Clerk's expenditure.
3. Monthly bank reconciliation (April).
4. To renew ICCM membership at £100.00
5. To Note: Zurich insurance renewal from 1<sup>st</sup> June 2023 (as per the three-year agreement) at £1,429.02 (including tax.)
6. To agree the quarter 4 budget.
7. Earmarked reserves allocation- to review and agree.



## May payments 2024

|                    |      |                                |           |
|--------------------|------|--------------------------------|-----------|
| Payroll            | BACS | Salary, NI and superannuation  | £1,936.70 |
| Clerk's expenses   | BACS | Home as office<br>Postage      | £26.00    |
| Vodafone Ltd       | D/D  | Mobile phone                   | £19.73    |
| IONOS by 1&1       | D/D  | Website domain                 | £24.04    |
| Nurture Landscapes | BACS | Parish maintainance            | £598.74   |
| Newton Newton      | BACS | D Day flag                     | £34.80    |
| MM signs           | BACS | 2 x oak signboards             | £369.60   |
| ICCM               | BACS | Membership                     | £100.00   |
| MM Signs           | BACS | Signage for Coronation         | £48.00    |
| SLCC               | BACS | Book - allotments              | £24.80    |
| Rialtas            | BACS | Software and training          | £2623.62  |
| Rialtas            | BACS | Annual support and maintenance | £955.20   |
| Zurich             | BACS | Insurance                      | £1,429.02 |
| Wave               | BACS | Water allotments               | £31.57    |
| Canalbs            | BACS | Internal Audit on 1/5/24       | £99.00    |

|   |         |
|---|---------|
| Neighbourhood Planning<br>Groundworks return of unspent funding | £683.05 |
|---|---------|

### 1858/5-24 Village and Community.

1. To discuss School Road and temporary bollards for the school – Cllr Ormston.
2. To discuss implementing an information board on Peterborough Road regarding donated annual flowers and its history.
3. Update re: fencing responsibility at Fernie Close play area.
4. Update: school informed of issues with steel mesh fencing.

#### To note:

- Cllrs Rowell and Coleman attending the 'meet your army' event at Kingsgate conference centre on 22<sup>nd</sup> May 2024 as armed forces champions for the parish council.
- Police surgery at the village hall on 23/5/24 between 6pm-8pm

### 1859/5-24 Allotments.

- To review the allotment rent for 2024-2025.
- To agree a skip or arrange removal of tenant debris at the allotments.

### 1860/5-24 Burial Authority.

To consider renewing the noticeboard at the church yard – Cllr Angrave.

### 1861/5-24 Planning Applications.

24/00413/HHFUL Proposed two storey front extension, single storey side extension, single storey rear extension and internal alterations to existing detached dwelling at 3 Fenside Drive, Newborough PE6 7SF. Comments to be received by 10<sup>th</sup> May 2024.

24/00391/HHFUL Proposed part garage change of use to utility room at 22 Soke Road, Newborough, PE67QT. Comments to be received by 10<sup>th</sup> May 2024.



**Permitted/Refused/Withdrawn.**

- 24/00207/WCPP Variation of condition C2 (approved plans) pursuant to planning permission reference 23/00854/HHFUL at 16 Soke Road, Newborough PE67QT. Permitted on 3/4/24.
- 24/00146/CLP Proposed conversion of garage into a habitable space at 6 Plough Lane, Newborough, PE67SR. Lawful on 9/4/24.
- 24/00222/PRIOR Steel framed cattle shed building to provide better shelter for cattle during the winter at Moor Farm, Decoy Road, Newborough. Decision not required on 10/4/24.

**Planning Correspondence.**

None received.

**1862/5-24 Matters as agenda items for future consideration (decisions cannot be made under this item.)**

**1863/5-24 Correspondence.**

- Email received querying a possible dog field in the village.

Close of meeting – date of next meeting.



Appendix One: -

Cllr responsibilities

|   |  |
|---|--|
| Fernie Close (including monthly checks)           | Cllr Coleman, Cllr Cawley  |
| Flytipping  | Cllr Cawley, Cllr Coleman, Cllr Judy Fox.                                    |
| Burial ground (including monthly checks)          | Cllr Rowell and Cllr Coleman   |
| Allotments (including monthly checks)             | Cllr J Hill  |
| Community events                                  | Cllrs Coleman and K Hill   |
| Finance   | Cllr Ormston   |
| Noticeboards                                      | Cllr Coleman,  |
| Defibrillators (weekly checks)                    | Cllr Angrave (Chemists), Cllr Cawley (Mandairs), Cllr Angrave (Milking Nook) |
| Armed Forces Covenant Champion                    | Cllr Rowell assisted by Cllr Coleman   |
| Village Tribune delivery point                    | Cllr's Fox and Fox   |
| Phone box/Crown Garden (including monthly checks) | Cllr K Hill  |
| Street lighting, grass cutting                    | Cllr Cawley  |
| HGV and Parking                                   | Vacant   |
| Police Liaison                                    | Cllr John Fox  |
| Good Neighbourhood Scheme                         | Cllr John Fox, Cllr Coleman, Cllr Judy Fox                                   |
| Neighbourhood Plan                                | Cllr Angrave, Cllr Ormston, Cllr Fox   |

Working parties

|              |   |
|--------------|---|
| Skate Ramp   | Cllr John Fox, Judy Fox, J Hill,                                      |
| Awards       | Cllrs John Fox, Cave, Ormston, Kim and Jon Hill.                      |
| Bus strategy | Cllrs Ormston, Cole, Angrave, John Fox, Coleman, Judy Fox and one MOP |
| Crown Garden | Cllrs Coleman, Rowell and 6 MOP                                       |