

# **Newborough and Borough Fen Parish Council**

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

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Chairman: Mark Ormston  
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## **Minutes of the Annual Meeting of Newborough and Borough Fen Parish Council held on Thursday 8<sup>th</sup> May 2025 at Newborough Village Hall, Guntons Road, Newborough, PE6 7RT.**

Present: Mark Ormston (in the chair), Richard Cawley, Kevin Angrave, Vicki Coleman, William Cave, Jon Hill, John Rowell and Kim Hill.

Also in attendance: Irene Healiss (Clerk).

City Councillor Steve Allen

Seven (7) members of the public.

### **Public Participation**

Nothing raised from the public gallery.

### **1972/5-25 Election of the Chairman of the council for the municipal year.**

It was proposed by Cllr Cave, seconded by Cllr Cawley and unanimously **resolved** for Cllr Ormston to be Chairman for the municipal year.

### **1973/5-25 Declaration of Acceptance of Office for the Chairman**

Cllr Ormston duly signed the declaration of acceptance of office.

### **1974/5-25 Appointment of the Vice Chairman for a similar period**

It was proposed by Cllr Cave, seconded by Cllr Cawley and unanimously **resolved** for Cllr Coleman to be vice-chair.

### **1975/5-25 Declaration of Acceptance of Office for the Vice Chairman**

Cllr Coleman duly signed the declaration of acceptance of office.

### **1976/5-25 Receive and approve apologies for absence.**

Apologies were received and approved for:

Cllrs Judy and John Fox – personal

Cllr Angela Babb – personal

Cllr Lee Ariss was absent from the meeting.


City Cllr Rylan Ray offered apologies.

### **1977/5-25 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.

Cllr Cave for matters pertaining to the Village Hall.

Cllr Cawley – matters pertaining to St Bartholomew's Church.

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5/6/25

**1978/5-25      Approve minutes of the meeting held on Thursday 3<sup>rd</sup> April 2025**

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

**1979/5-25      Information and reports**

1. Report from City Councillors.

A report was previously offered at the APM, including an update regarding increasing the yellow lines on School Road.

Flytipping is of concern, particularly surrounding fly tipped rubbish on agricultural land.

It was proposed by Cllr Ormston, seconded by Cllr Angrave and **resolved** for Cllr Coleman to preside over the meeting.

*19:16 Cllr Mark Ormston left the meeting due to prior commitments.*

2. Discuss consultation on the Peterborough draft Local Plan (available between 11/4/25 and 29/5/25)

A further meeting was discussed to offer comments to the draft Local Plan consultation. The Clerk read out a report offered by Cllr Babb regarding an update from the Parish Liaison meeting held in April, which presents queries to PCC regarding this stage of the draft Local Plan consultation process for submission (Appendix Two.)

3. Accept Internal Auditors Report

It was proposed by Cllr Jon Hill, seconded by Cllr Cawley and unanimously **resolved** to accept the Internal Auditors Report.

4. Agree the Internal Auditor for 2025-2026

It was proposed by Cllr Angrave, seconded by Cllr Cawley and unanimously resolved to use CAPALC Internal Audit Services, at £40 per hour for 2025-2026.

5. Approve the Annual Return

- Statement one
- Statement two

It was proposed by Cllr Cave, seconded by Cllr Angrave and unanimously **resolved** to approve the annual return (statements one and two.)

- To note the dates of the period of the exercise of public rights: -

Tuesday 3<sup>rd</sup> June 2025 – Monday 14<sup>th</sup> July 2025

Noted by Cllrs.

6. 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

It was proposed by Cllr Angrave, seconded by Cllr Cawley unanimously **resolved** that the Council meets the eligibility to use the GPC at the Annual Meeting of the Council, through having equal to, or greater than two thirds of the total number of members of the Council elected and supported by a qualified Clerk.

7. Review and agree Councillor responsibilities and working parties. (Appendix One.)

It was proposed by Cllr Cave, seconded by Cllr Cawley and unanimously **resolved** to approve the working parties, as per appendix one.

Personnel Committee: -


Cllr Coleman (Chairman), Cllr K Hill, Cllr J Hill and Cllr Angrave.

The Personnel Committee are next meeting at the Village Hall on the 2<sup>nd</sup> June 2025.

Community and Public Relations Committee: -

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

The Clerk will make arrangements for the committee to meet.

  
5/6/25

8. Review and agree the following policies:

Financial Regulations, Data Protection, Equality and Diversity, Dispensation, Disciplinary, Grievance, Code of Conduct, Recording and Filming, Risk Management policy, Homeworking, Unreasonably Persistent or Vexatious Complaints, and Diversity.

It was proposed by Cllr Angrave, seconded by Cllr Cawley and unanimously **resolved** to agree all aforementioned policies as reviewed, apart from the Unreasonably Persistent or Vexatious Complaints policy which will be deferred to the next meeting.

9. Adoption of the following Policy Document:

- Model Standing Order (2025)

It was proposed by Cllr Cawley, seconded by Cllr K Hill and unanimously **resolved** to accept the updated Model Standing Orders, 2025.

**1980/5-25 Finance**

(s150, s111 LGA 1972)

1. Approve accounts for payment.

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

2. Approve the Clerk's expenditure.

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

3. Monthly bank reconciliations (April)

It was proposed by Cllr Jon Hill, seconded by Cllr Cawley and unanimously **resolved** to approve the bank reconciliations as correct, including the March CCLA reconciliation.

4. Agree ICCM membership at £105.00

It was proposed by Cllr Angrave, seconded by Cllr Cawley and unanimously **resolved** to accept the ICCM membership fee.

5. Agree the Parish Council's Insurance provider from 1<sup>st</sup> June 2025.

It was proposed by Cllr Angrave, seconded by Cllr K Hill and unanimously **resolved** to accept the annual insurance through 'Clear' at £1392.02 on a three (3) year tie-in. The quote supplied for data breach and cyber security cover will be considered at the next meeting.

6. Review and Agree Ear marked Reserves (EMR) allocation.

It was proposed by Cllr Angrave, seconded by Cllr K Hill and **resolved** to re allocate the EMR for the church pathway, as this work is no longer required. There was one (1) abstention by Cllr Cawley.

It was agreed that £8,500 be reallocated as follows: -

£3000 for cemetery steps project to the new cremation/burial area

£3000 for the football area at Fernie Close Park and any remedial work required post installation of the skate ramp.

£1000 for community events.

£1500 for the cemetery maintenance and rose garden project.



## May Payments 2024

Payroll	BACS	Salary, tax NI and superannuation	£2158.89
Clerk's expenses	BACS	Home as office	£26.00
		Postage	£13.78
		Giff Gaff (office mobile phone)	£6.00
IONOS by 1&1	D/D	Website domain	£26.54
ID Mercer	BACS	PC grounds maintainance	£726.94
Newborough Village Hall	BACS	Hire on 2/4/25	£10.00
ICCM	BACS	Membership	£105.00
Rialtas	BACS	Software	£1009.20
NLDB	BACS	Drainage	£222.51

### 1981/5-25 Village and Community.

1. Update regarding condition of the village sign and agree progress

It was agreed to keep the temporary village sign in situ for now. The Clerk will return the original sign at the next meeting and include this for discussion on the June agenda.

2. Update from the 'family fun day' events working party (online meeting held on 8/4/25) and agree costings for the event

The village 'fun day' has been agreed for Friday the 1<sup>st</sup> of August 2025 at Coronation Field, with various contributors attending including 'Vivacity', rugby training sessions, Franks Ices (ice cream van,) a cake stall and 'Dirt Box' (food.) The group hope to hire a supervised bouncy castle for the day (which includes all relevant insurance and risk assessments.)

It was proposed by Cllr K Hill, seconded by Cllr Cawley and unanimously **resolved** to allocate £300 towards costings for the event, including a bouncy castle if necessary.

### 1982/5-2 Allotments.

None.

### 1983/5-25 Burial Authority.

- Agree the cemetery tree report route from JJ trees.

It was proposed by Cllr Cave, seconded by Cllr Angrave and **resolved** to pay the tree report fee of £275 plus VAT. Quotes to undertake the work as per the report will be offered for the next meeting.

- Consider purchasing a header for the cemetery notice board.

It was agreed for the Clerk to provide a quote for a notice board wooden header 'Newborough and Borough Fen Parish Council cemetery notice board' size 750mm x 250 mm.

### 1984/5-25 Planning Applications.

25/00329/FUL Two storey rear extension to existing dental practice – (part retrospective) at 1 School Road, Newborough, PE6 7RG. Comments to be received by 6<sup>th</sup> May 2025.

It was proposed by Cllr Angrave seconded by Cllr Cave and unanimously **resolved** to object to this proposal. There are issues concerning the height of the extension, which is overlooking neighbouring properties and Blocking natural light. The new footprint of the building is much larger than in the original application, Significantly reducing the size of the car park - this will cause further issues with parking in the area which is Already congested. The structure is also not in keeping with neighbouring properties and the existing street scene.

25/00399/FUL            Change of use of land from coach yard and workshop use to agricultural use to include agricultural storage and a wash bay for washing of vehicles – retrospective at 22 Green Road, Eye Green, Peterborough. Comments extended to 9<sup>th</sup> May 2025.  
It was agreed to offer no comments either in favour of this application nor against it.

25/00524/WCPP           Variation of conditions C2(plans), C3 (materials) and C7 (cycle shelter) pursuant to planning permission 24/00220/FUL at Home Farm, Guntons Road, Newborough, PE6 7RU. Comments to be received by 20<sup>th</sup> May 2025.  
It was proposed by Cllr Angrave, seconded by Cllr Cawley and **resolved** to support this application, as long as like for like materials are used and the existing footprint remains, as per the original plans. There was one (1) abstention.

#### **Permitted/Refused/Withdrawn.**

25/00445/PRIOR           Erection of agricultural building and associated hard standing for cop drying and storage at Appletree Farm, Milking Nook, Peterborough. Withdrawn on 15/4/25.

24/01359/WCPP           Variation of conditions C5 (soft landscaping), C11 (access surfacing), C12 (boundary treatments), C13 (external materials) and C14 (approved plans) of planning permission 23/00039/FUL as varied by 24/00021/WCPP at Follybridge Kennels, Thorney Road, Peterborough. Permitted 4/4/25.

25/00371/PRIOR           Livestock building at Long Meadow Farm, Glington Road, Milking Nook. Not required on 23/4/25.

#### **Planning Correspondence.**

- Meridian Solar Farm Consent Order letter and literature received – circulated to Councillors.

**1985/5-25            Matters as agenda items for future consideration (decisions cannot be made under this item.)**  
Noticeboard header, cyber/data breach insurance, Unreasonably Persistent or Vexatious Complaints policy, church rose gardens, village sign.

**1986/5-25            Correspondence.**  
None received.

The date for next full Council meeting is Thursday 5<sup>th</sup> June 2025 in the community hub room at the Village Hall. There being no further business the meeting closed at 9:05 pm.

## Appendix One

### **Councillor Roles and Responsibilities including Working Parties and Committees**

#### Cllr responsibilities

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

#### Working parties

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

#### **Personnel Committee**

Cllr Coleman (Chair), Cllr K Hill, Cllr Angrave, Cllr J Hill.

#### **Community and Public Relations Committee**

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



## Appendix Two

### Comments for the draft Local Plan consultation (between 11/4/25 and 29/5/25)

Based on the draft Local Plan, Newborough and Borough Fen are not expecting any development in addition to occasional windfall/in-fill. The development carried forward and included in this plan as committed is land to the East of Bramble Close (22/00823/FUL) 30 properties.

The National Planning Policy Framework places a strong emphasis on sustainability (objectives on p15 of the Local Plan) - some of the strongest cases here for not further developing the Parish (flood risk, agricultural land quality, lack of public transport, lack of infrastructure/services, vicinity of historic monuments etc).

Questions to the Council regarding the Local Plan

- Given that several sites in Newborough were excluded from allocation on the basis of flood risk and heritage sensitivity, can you confirm whether the Council would reconsider any of those decisions—particularly 2044 (Fitzwilliam Estates) and 2110 (Hill Farm/Hannafin) —if circumstances change, such as if other sites prove undeliverable or city-wide housing targets are not being met?
- With respect to Site 2044 (Fitzwilliam Estates), the Council's summary noted that a lower number of homes and better landscape mitigation may have made the site more favourable. If the Neighbourhood Plan Steering Group were to allocate a smaller, sensitive version of the scheme, would that align with Local Plan policy and be supported?
- The Neighbourhood Plan process began with PCC confirming our parish boundary. Can you confirm whether there are currently any proposals, discussions, or intentions to amend the Newborough and Borough Fen boundary?