

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
Tel: 01945 870083 • Email: parishclerk@newtonintheisle.org.uk

To Members of the Public and Press:

You are invited to attend a meeting of the Newton-in-the-Isle Parish Council to be held in Newton Village Hall on **Tuesday 10 January 2023 at 7pm.**

Dave Gibbs

Clerk

6 January 2023

AGENDA

All members are reminded that they will need to declare any personal or prejudicial interest and reason before an item discussed at this meeting under the Model Code of Conduct Order 2001 No 3576

059/22 Apologies

To receive and consider apologies from those members not present

060/22 Chairman's Announcements

To receive such announcements as the Chairman may wish to make to the Council

061/22 Public Forum

To receive representations from members of the public regarding issues pertinent to the Council

062/22 Minutes of Previous Meetings

- a) To approve the minutes of the Parish Council meeting held on Tuesday 8 November*
- b) To approve the minutes of the Planning Committee meetings held on Tuesday 29 November and Tuesday 20 December*
- c) To note the draft minutes of the Highways Committee meeting held on Thursday 5 January*
- d) To note the draft minutes of the Amenities Committee meeting held on Tuesday 13 December*

063/22 County and District Councillors Reports

To receive reports from Cllrs S King (CCC), C Seaton and S Clark (FDC)

064/22 Police Matters

To receive a report from the Clerk on recent meetings with the Police

065/22 Clerk's Report

To receive a report on meetings attended, correspondence received and local issues

066/22 Members' and Residents' Issues

To receive reports from the Clerk and members on matters raised by local residents, and to report on matters raised previously, including the following:

- a) Abandoned vehicle in Colvile Road*
- b) Accumulation of scrap in Colvile Road*
- c) Overgrown hedge in Colvile Road*
- d) Dangerous path surface at St James Close*
- e) Planter around village sign*
- f) Mossy pavement in Westfield Road*
- g) Fly-tipping in Roman Bank and elsewhere*

067/22 Amenities Committee

To consider the following recommendations from the Amenities Committee and resolve appropriately:

- a) To approve a quotation from the grounds maintenance contractor for the spraying and reseedling with grass of the meadow area*
- b) To approve a quotation for the removal of the bench opposite Fen Road, the relaying of the path to the bench and the installation of the replacement bench*
- c) To approve a budget for remedial works to the vacant allotment in the High Road*
- d) To consider options for works to a cherry tree and a prunus in Westfield Road, a cherry tree at the junction of Goodens Lane and Church Lane and a sycamore tree in the Playing Field*
- e) To make provision in the Council's budget for 2023/24 for outdoor gym equipment, benches and further works to Playing Field trees as necessary*

068/22 Highways Committee

To consider the following recommendations from the Highways Committee and resolve appropriately:

- a) To approve the contribution of up to £2,000 for the LHI application for 2023/24*
- b) To make provision in the Council's budget for 2023/24 for improvements to the passing places in Mill Lane and to consider the inclusion of village gateway installations, subject to clarification of the cost*

069/22 Strategic Planning and Administration

To discuss the following aspects of the role and operation of the Council:

- a) Parish Plan*
- b) Support for vulnerable residents*

070/22 Policies and Procedures

To review the following policies and procedures and amend or re-adopt as required:

- a) Data Protection Policy*

- b) *Publication Scheme*
- c) *Code of Conduct*

071/22 Finance

To consider and resolve on the following matters:

- a) *To receive an updated financial statement for the period to the end of December*
- b) *To note the following sums received since the last meeting:*

<i>S Sands (rent)</i>	<i>£ 21.60</i>
<i>A Yates (rent).....</i>	<i>£ 51.84</i>
<i>B Brown (rent).....</i>	<i>£ 21.60</i>
<i>R Kublik (rent).....</i>	<i>£ 189.20</i>
<i>Barclays Bank (interest)</i>	<i>£ 6.72</i>
	<i>£ 290.96</i>
- c) *To ratify the following payment issued since the last meeting:*

<i>100739 D A Gibbs (salary December).....</i>	<i>£ 447.80</i>
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- d) *To approve the following payments:*

<i>100740 D A Gibbs (salary January).....</i>	<i>£ 447.80</i>
<i>100741 Newton Village Hall (hall hire).....</i>	<i>£ 64.00</i>
	<i>£ 511.80</i>
- e) *To consider and approve the budget for 2023/24 and to determine the level of precept required*

072/22 Speed Monitoring

To receive a report on MVAS speed data from Fen Road

073/22 Date of Next Meeting

To confirm the date and time of the next meeting of the Council

Tuesday 14 March 2023 is proposed

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Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 8th November 2022

Present - Cllr D Nunn (Chairman), Cllr R Bradley, Cllr S Clark, Cllr D Freeman, Cllr R Moore, Cllr G Wilkinson, D Gibbs (Clerk), Fifteen members of the public

043/22 Apologies for Absence

Apologies were received and accepted from Cllr E Jones, Cllr S King (CCC), and Cllr C Seaton (FDC)

044/22 Chairman's Announcements

None.

045/22 Public Forum

Members of the public spoke in opposition to the proposed solar energy development in the vicinity of Elloe Bank. Concerns included the size of the project, the loss of agricultural land for food production, the appearance and impact on the landscape, harm to public rights of way, and the possibility of more appropriate sites e.g. brownfield, roofs etc.

046/22 Minutes of Previous Meetings

- a) RESOLVED - that the minutes of the meeting held on Tuesday 13th September 2022 be agreed and signed as a true and accurate record.
- b) RESOLVED - that the minutes of the Planning Committee meeting held on Tuesday 11th October 2022 be agreed and signed as a true and accurate record.
- c) Members noted the draft minutes of the Highways Committee meeting held on Wednesday 12th October.
- d) Members noted the draft minutes of the Amenities Committee meeting held on Tuesday 25th October.

047/22 County and District Councillors Reports

County - Cllr King submitted a report including details of the next round of Cultivate Cambs grants, the new 20mph speed limit process, gravel on Roman Bank and flooding of gardens on the High Road. The Local Highways Officer has concluded that there is nothing that can be done about the gravel on Roman Bank outside the Secondhand Centre. The Highways Committee will discuss this further. A meeting between the Senior Flood Risk Officer and the Local Highways Officer regarding flooding at 158 High Road will take place shortly.

Cllr Clark reported that she had been checking white line markings at junctions and would submit her findings shortly.

District - Cllr Clark reported that the District Council was concerned about Home Office plans to place asylum seekers in the Rose and Crown Hotel. The decision will be challenged in the courts. Increases in energy costs have impacted upon the Council's leisure centres, particularly the swimming pools, and cost-cutting measures will be required, possibly including a reduction in opening hours and staffing levels.

048/22 Police Matters

The Clerk reported that no meetings had taken place recently.

049/22 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including a planning training session on enforcement, community gritting scheme applications, a traffic order for Fitton End Road in January, Fenland District Council cost of living support events, community safety drop-ins, and the national pay award for local government for 2022/23.

050/22 Members' and Residents' Issues

- a) Abandoned vehicle in Colville Road - Clarion Housing will consider enforcement action.
- b) Accumulation of scrap in Colville Road - Clarion Housing will consider enforcement action.
- c) Overgrown hedges in Colville Road - the Clarion Housing hedge has been cut and it is hoped that the Longhurst Housing Association hedge will be cut shortly.
- d) Dangerous path surface at St James Close - minor remedial work has been undertaken and further repairs will follow.
- e) Planter around village sign - the planter requires replacement. Cllr Wilkinson will provide quotes for the timber.
- f) Homeless man on Fen Drove - the Clerk reported that a man had been living in a vehicle in open countryside. Following contact from local support agencies, he has now moved on.
- g) Mossy pavement in Westfield Road - a section of pavement has become mossy and dangerous. There is no recognised treatment for this. The Local Highways Officer has suggested sweeping it with a stiff broom.
- h) Fly-tipping in Franks Lane, Chapel Lane, Cross Drove and Roman Bank - the Clerk reported that fly-tippers have again been active in the village. Identifying information from Franks Lane resulted in a formal warning being issued by the District Council. Identifying information from Chapel Lane was provided to Norfolk Police in relation to an investigation into cannabis cultivation.
- i) Tydd Solar proposal - the Clerk presented information received from Pathfinder Clean Energy regarding their plans to construct a large solar farm in the parishes of Tydd St

Giles, Sutton St Edmund and Newton-in-the-Isle. The Clerk will arrange a meeting with the project team to discuss their proposals in detail.

- j) Dog fouling in Goodens Lane - Cllr Freeman reported concerns about the level of dog fouling in Goodens Lane. The Clerk asked members to note dates, times and descriptions of dogs and owners in order that enforcement action may be instigated.
- k) Old School site - Cllr Clark reported that she had spoken to the District Council's enforcement team regarding the condition of the site.
- l) Tree in the Playing Field - the Chairman reported that a resident had spoken to him regarding a tree in the Playing Field overhanging her garden. The Amenities Committee will investigate.

051/22 Amenities Committee

- a) Spraying and reseeding of the wildflower meadow - the quote has not been received.
- b) Replacement bench and relaying of path opposite Fen Road - no quote has been received.
- c) Purchase and installation of dog bag dispensers - Members agreed to purchase three dispensers to be installed on the bus shelter, the fence around the children's play area and in Hogens Lane, at a cost of up to £500 including a supply of bags.
- d) Additional notice board - Members agreed to purchase a new notice board at a cost of up to £400 to be placed on the grass verge outside 13 Goodens Lane.

052/22 Highways Committee

- a) LHI application for 2023/24 - members considered potential projects for submission and resolved to apply for funding for a kerb build-out to slow traffic from the High Road into Fen Road. The Clerk will relocate the MVAS device to this location to provide speed data to support the application.
- b) Village Handyman - the Clerk reported that he had met with the Handyman to discuss the enhanced job description. The Handyman has accepted the new terms and will continue in the role.

053/22 Strategic Planning and Administration

- a) Parish plan - members discussed the benefits of a Parish Plan. They agreed to give further consideration in the coming months.
- b) Support for vulnerable residents - The Clerk presented a draft leaflet to be distributed to residents. The Working Group will meet shortly to develop the scheme.

054/22 Policies and Procedures

Members reviewed the following policies and procedures and resolved to re-adopt them:

- a) Complaints Procedure
- b) Grievance Policy
- c) Disciplinary Policy

055/22 Planning

Members considered the following planning application:-

F/YR22/1153/F - Erect 1 x dwelling (2-storey 4-bed), including formation of a new access - Land West of 241 High Road, Newton-in-the-Isle

Members noted that they had previously supported this application under reference F/YR22/0166/F. They also noted that the every one of the responses from the neighbours has been positive and the statutory consultees have not raised any insurmountable concerns in relation to either application. This part of the High Road is characterised by substantial individual detached dwellings and the proposed dwelling would sit well within this streetscape. The plot is one of a number of sites in this part of the village identified by the Parish Council as suitable for infill development to unite the two halves of the village. The Parish Council has raised a number of concerns regarding the proposals set out in the Draft Local Plan and is awaiting an opportunity to discuss these with a senior planning officer. Paragraph 6.7 of the Draft Plan states: "However, it is also recognised that smaller communities should benefit from an appropriate level of growth to ensure their long-term sustainability." This statement is at odds with settlement proposals limiting growth in Newton-in-the-Isle to six dwellings over a period of eighteen years. The addition of individual dwellings on sites such as this will enhance the physical and social fabric of the village and contribute to its long-term sustainability. Members resolved to offer this application their full support.

056/22 Finance

- a) The Clerk presented an updated financial statement as at the end of October, showing income of £12,222.62 and expenditure of £8,111.26, resulting in a surplus of £4,111.36 and total funds held of £42,421.09.
- b) Members noted the National Agreement on Local Government Salaries for 2022/23 which includes an increase of £1 per hour for all grades.
- c) Members noted the following sums received:

<i>Fenland District Council (precept)</i>	£ 5,000.00
<i>Barclays Bank (interest)</i>	£ 3.71
	<u>£ 5,003.71</u>

- d) Members ratified the following payment:

<i>100736 D A Gibbs (salary October)</i>	£ 421.80
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- e) Members approved the following payments:

<i>100737 D A Gibbs (salary November and backpay)</i>	£ 629.80
<i>100738 Beech Trees Garden Services (benches and grass cutting)</i>	£ 149.35
	<u>£ 779.15</u>

057/22 Speed Monitoring

The Clerk presented data recorded by the MVAS device on the High Road at the eastern end of the village.

Number of vehicles - 43,755

Minimum speed - 5mph

Maximum speed - 85mph

Average speed - 35.44mph

85th percentile speed - 42mph

Number over speed limit - 19.33% - 8,456 vehicles

Number over prosecutable limit (10%+2 above limit) - 5.61% - 2,456 vehicles

Number over disqualification limit (30mph above limit) - 0.03% - 12 vehicles

058/22 Date of Next Meeting

The next meeting will take place on Tuesday 10th January.

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Minutes of a meeting of Newton-in-the-Isle Parish Council Planning Committee held in the Village Hall on Tuesday 29th November 2022

Present - Cllr D Nunn (Chairman), Cllr D Freeman, Cllr E Jones, Cllr R Moore, Cllr G Wilkinson, D Gibbs (Clerk)

011/22 Apologies for Absence

Apologies from Cllr S Clark were received and approved.

012/22 Planning Application

F/YR22/1252/F - Erect 1 dwelling (3-storey 5-bed) with detached garage - Land North-East of Mulberry Barn, 281 High Road, Newton-in-the-Isle.

Members considered this application and resolved to offer no objection.

013/22 Update on Previous Applications

F/YR22/0957/F and F/YR22/0958/LB - Convert existing barn, and erect a link extension (to existing dwelling), erect a 2-storey building involving the demolition of existing piggery, to form 2 x annexes (2-storey 2-bed) ancillary to existing dwelling, and erect a first-floor extension to existing outbuilding and a double garage (part retrospective) - Newton House, 217 High Road, Newton-in-the-Isle. Decision pending.

F/YR22/1101/TRTPO - Works to 1no Willow, 1no Silver Birch, 1no Oak and 2no Sycamore trees covered by TPO/13/1966 - Amen Corner, Chapel Lane, Newton-in-the-Isle. Permission granted.

F/YR22/1153/F - Erect 1 x dwelling (2-storey 4-bed), including formation of a new access - Land West of 241 High Road, Newton-in-the-Isle. Decision pending.

014/22 Other Planning Matters

The Clerk informed members that the meeting with Pathfinder Clean Energy to discuss the proposed solar farm had been postponed by the company.

Members considered the map of the village included in the draft Local Plan and discussed potential sites for appropriate infill development.

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Minutes of a meeting of Newton-in-the-Isle Parish Council Planning Committee held in the Village Hall on Tuesday 20th December 2022

Present - Cllr D Nunn (Chairman), Cllr D Freeman, Cllr E Jones, Cllr R Moore, Cllr G Wilkinson, D Gibbs (Clerk)

015/22 Apologies for Absence

Apologies from Cllr S Clark were received and approved.

016/22 Planning Application

F/YR22/1361/PIP - Residential development of up to 6 x dwellings (application for Permission in Principle) - Land East of 156 High Road, Newton-in-the-Isle.

Members considered this application and expressed strong support for the proposed development. The proposal represents infill development that will complete the High Road frontage and provide the missing link in the footway around the village. Pedestrians currently have to walk along a 60mph stretch of road to complete the circular walk and to access the village bus or school bus. The site is clearly located within the village curtilage and development of the site would allow the Parish Council to extend the lower village speed limit to the junction of Rectory Road, thereby negating any potential concerns about traffic speeds at this location. The flood map of this part of the village is not fit for purpose; a fact acknowledged by the Environment Agency, as it bears no relationship to the topography of the land.

In the wider context, this proposal aligns with the Parish Council's aims to allow an appropriate level of growth to ensure the long-term sustainability of our village, as outlined in paragraph 6.7 of the Draft Local Plan. This site is one of a number of similar locations identified by the Parish Council to facilitate the level of necessary growth highlighted in the Draft Plan.

017/22 Update on Previous Applications

F/YR22/0957/F and F/YR22/0958/LB - Convert existing barn, and erect a link extension (to existing dwelling), erect a 2-storey building involving the demolition of existing piggery, to form 2 x annexes (2-storey 2-bed) ancillary to existing dwelling, and erect a first-floor extension to existing outbuilding and a double garage (part retrospective) - Newton House, 217 High Road, Newton-in-the-Isle. Decision pending.

F/YR22/1153/F - Erect 1 x dwelling (2-storey 4-bed), including formation of a new access - Land West of 241 High Road, Newton-in-the-Isle. Decision pending.

F/YR22/1252/F - Erect 1 dwelling (3-storey 5-bed) with detached garage - Land North-East of Mulberry Barn, 281 High Road, Newton-in-the-Isle. Decision pending.

018/22 Other Planning Matters

The Clerk informed members that a further communication has been received from Pathfinder Clean Energy and a meeting will be arranged shortly.

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Minutes of a meeting of Newton-in-the-Isle Parish Council Highways Committee held in the Village Hall on Thursday 5th January 2023

Present - Cllr D Nunn (Chairman), Cllr S Clark, Cllr E Jones, D Gibbs (Clerk)

017/22 Apologies for Absence

Cllr R Bradley.

018/22 Minutes of the Previous Meeting

The minutes of the meeting held on Wednesday 12th October were agreed and signed as a true and accurate record.

019/22 Matters for Consideration

- a) Highway maintenance - members reported a number of faults, including a pothole at the High Road/Franks Lane junction, rusty sign pole at the High Road/Goodens Lane junction, missing lines at the Fen Road/Goredike Bank junction, and the general condition of Goredike Bank from Fen Road to Cross Drove. The Clerk will investigate and report these issues. Cllr Clark is checking and reporting missing white lines at junctions.

The Clerk circulated photographs of the tarmac surface under the gravel on Roman Bank, suggesting that the road surface is wider than previously thought. He will discuss this with the Local Highways Officer.

- b) Highway improvements - the combined Local Highway Improvement/Private Funded Highway Improvement scheme to extend the 40mph speed limit into Fen Road, Mill Lane, Rectory Road and Chapel Lane is due to commence this month.

The deadline for submission of the LHI application for 2023/24 is 6 January. The agreed project is a realignment of the entrance to Fen Road to slow vehicles driving west along the High Road and turning into Fen Road. The Clerk has used data from the MVAS speed monitoring device to demonstrate the speeds of drivers turning from High Road into Fen Road. Members proposed a financial contribution of up to £2,000 towards the scheme if successful.

Members asked the Clerk to ascertain the cost of village gateway installations and to discuss with the Local Highways Officer the realignment of the existing bend chevrons for traffic entering the village from Tydd St Giles to improve visibility.

- c) Footpaths and public rights of way - nothing to report.

- d) Roadside verges - verges in Rectory Road and Mill Lane have suffered from vehicle incursion during the recent wet weather.

Members discussed the passing places on Mill Lane. It was suggested that the Council might undertake repairs to make these more usable. The Clerk will ascertain approximate costs.

- e) Signage - nothing to report.
- f) Drains - the drains in Franks Lane, Brewers Lane and Fitton End Road were all missed in the recent survey and will now be reported. The Clerk asked members to look for other outlying drains in need of attention.
- g) Street lights - The Clerk advised members that Church Lane PC4, reported as not working, had been replaced with an LED head without any prior consultation. Goodens Lane PC3 was also reported as faulty and will now be checked to see if it is working. High Road PC7 on the Old Chapel is not working and will be reported.
- h) Speed monitoring device - the MVAS is currently located in Fen Road to gather data to support the LHI bid. It will be relocated to Goodens Lane shortly.
- i) Parish handyman - the Handyman has accepted the new role description and will start work on grass cutting in March.

020/22 Reports and Recommendations

Members resolved to submit the following recommendation to the January meeting of the Council:

- a) To approve the contribution of up to £2,000 for the LHI application for 2023/24.

021/22 Highways Plan 2023/24

Members proposed that the repairs to the passing places in Mill Lane be included in the budget for 2023/24 and that consideration be given to village gateway installations, subject to clarification of the cost.

022/22 Date of Next Meeting

The next meeting will take place on Wednesday 8 February.

NEWTON IN THE ISLE

PARISH COUNCIL

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Minutes of a meeting of Newton-in-the-Isle Parish Council Amenities Committee held in the Village Hall on Tuesday 13th December 2022

Present - Cllr D Nunn (Chairman), Cllr D Freeman, Cllr G Wilkinson, D Gibbs (Clerk)

017/22 Apologies for Absence

Cllr R Moore.

018/22 Minutes of the Previous Meeting

The minutes of the meeting held on Tuesday 25th October were agreed and signed as a true and accurate record.

019/22 Matters for Consideration

- a) Queen Elizabeth II Playing Field - the wildflower meadow will be sprayed and reseeded in the coming months, subject to the receipt of a quotation from the contractor. The BMX ramps will be removed shortly. Members suggested that Mr Horspool be asked to undertake this work if Mr Kublik is unable to complete it.
- b) Children's play equipment - the contractor is due to start the repair work in the week before Christmas.
- c) Trees, arboretum and orchard - a resident has reported that a cherry tree and a prunus tree in Westfield Road are interfering with telephone lines. The cherry tree opposite the old school site also needs attention. Cllr Wilkinson will discuss these trees with Sam Johnson. A plan of the trees in the Playing Field will be prepared shortly. The next phase of the arboretum and orchard will be planted shortly, comprising eight new or replacement trees. Cllr Freeman will photograph the sycamore tree overhanging the gardens for discussion at the next meeting.
- d) Allotments and land holdings - a tenant has chosen not to renew their tenancy of a High Road allotment. A notice will be included in the next newsletter to ascertain interest in the plot. Some fencing of the plot will be required and a second gate from the High Road.
- e) Fences and gates - no matters reported.
- f) Bins and benches - no quote has been received for the replacement of the bench opposite Fen Road. Members asked the Clerk to obtain a quote for this. Members agreed to place dog bag dispensers on the bus shelter, the fence around the children's play equipment and adjacent to the dog bin on the bend in Franks Lane.

- g) Bus shelter - the Clerk will pass the missing corner of the guttering to Cllr Freeman. Members noted that regular cleaning of the bus shelter is now included in the Handyman's list of tasks. Consideration will be given to repainting the shelter in the spring.
- h) Notice boards - the Clerk will order and install the new notice boards.
- i) Defibrillators - the defibrillator by the village sign was recalled, due to a software fault, but has now been upgraded and reinstalled. The Clerk will arrange a first aid course in February or March for interested residents.

020/22 Reports and Recommendations

Members resolved to submit the following recommendations to the January meeting of the Council:

- a) To approve a quotation from the grounds maintenance contractor for the spraying and reseeding with grass of the meadow area.
- b) To approve a quotation for the removal of the bench opposite Fen Road, the relaying of the path to the bench and the installation of the replacement bench.
- c) To approve a budget for remedial works to the vacant allotment in the High Road.
- d) To consider options for works to a cherry tree and a prunus in Westfield Road, a cherry tree at the junction of Goodens Lane and Church Lane and a sycamore tree in the Playing Field.

021/22 Amenities Plan 2023/24

Members considered the following items and resolved to include provision in the budget for 2023/24:

- a) Outdoor gym equipment.
- b) Benches.
- c) Remedial work to trees in the Playing Field.

Other measures to encourage residents to visit and spend time in the Playing Field will also be considered and there will be a public consultation on this at the Annual Parish Meeting.

It was also suggested that the Council might contribute towards the increased energy costs of the Village Hall, using powers under Section 137 of the Local Government Act. Further clarification will be required.

022/22 Date of Next Meeting

The next meeting will take place on Tuesday 14 February.

Agenda Item No.	065/22	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	10 January 2023	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended, correspondence received and local issues.

2. Key Issues

Meetings attended:

Pride in Fenland Award Ceremony - 9 November
 Planning Training - Housing - 17 November
 FDC Cost of Living Support Event - Oasis Centre - 28 November
 Golden Age Fair - Rosmini Centre - 14 December

Correspondence received:

Cambridgeshire & Peterborough Combined Authority - Member updates
 Cambridgeshire County Council - roadworks and events diary, Cambridgeshire Matters newsletter, Community Gritting Scheme registration, TTRO for Fitton End Road 16-18 January, Coronation street parties, communities prepared winter webinars, watercourse guidance, furniture disposal
 Fenland District Council - cost of living support events, Pride in Fenland awards, community safety newsletters, Rose & Crown court case, Elme Hall Hotel Home Office decision, support for renters with mould in homes, new transport planning guide, council tax and business plan consultation
 NALC - bulletins, newsletters, events and legal updates
 CAPALC - monthly bulletin and training programme, special general meeting
 Cambridgeshire & Peterborough Against Scams Partnership - newsletters and scam warnings
 Cambridgeshire ACRE - staying in touch newsletter, community led housing webinar
 Queen Elizabeth Hospital - modernising our hospital newsletter
 Smaller Authorities Audit Appointments – confirmation of external auditor

3. Recommendations

Members note the report.

Report Author	Dave Gibbs
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NEWTON-IN-THE-ISLE PARISH COUNCIL

DATA PROTECTION POLICY

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Purpose

The council is committed to being transparent about how it collects and uses the personal data of staff, and to meeting our data protection obligations. This policy sets out the council's commitment to data protection, and your rights and obligations in relation to personal data in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

This policy applies to the personal data of current and former job applicants, employees, workers, contractors, and former employees, referred to as HR-related personal data. This policy does not apply to the personal data relating to members of the public or other personal data processed for council business.

The council has appointed David Gibbs, Clerk and Responsible Financial Officer, as the person with responsibility for data protection compliance within the council. Questions about this policy, or requests for further information, should be directed to him.

Definitions

"Personal data" is any information that relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information. It includes both automated personal data and manual filing systems where personal data are accessible according to specific criteria. It does not include anonymised data.

"Processing" is any use that is made of data, including collecting, recording, organising, consulting, storing, amending, disclosing or destroying it.

"Special categories of personal data" means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic or biometric data as well as criminal convictions and offences.

"Criminal records data" means information about an individual's criminal convictions and offences, and information relating to criminal allegations and proceedings.

Data protection principles

The council processes HR-related personal data in accordance with the following data protection principles. The council:

- processes personal data lawfully, fairly and in a transparent manner
- collects personal data only for specified, explicit and legitimate purposes
- processes personal data only where it is adequate, relevant and limited to what is necessary for the purposes of processing

- keeps accurate personal data and takes all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay
- keeps personal data only for the period necessary for processing
- adopts appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, and accidental loss, destruction or damage

The council will tell you of the personal data it processes, the reasons for processing your personal data, how we use such data, how long we retain the data, and the legal basis for processing in our privacy notices.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it. The council will not process your personal data if it does not have a legal basis for processing.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Processing

Personal data

The council will process your personal data (that is not classed as special categories of personal data) for one or more of the following reasons:

- it is necessary for the performance of a contract, e.g., your contract of employment (or services); and/or
- it is necessary to comply with any legal obligation; and/or
- it is necessary for the council's legitimate interests (or for the legitimate interests of a third party), unless there is a good reason to protect your personal data which overrides those legitimate interests; and/or
- it is necessary to protect the vital interests of a data subject or another person; and/or
- it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

If the council processes your personal data (excluding special categories of personal data) in line with one of the above bases, it does not require your consent. Otherwise, the council is required to gain your consent to process your personal data. If the council asks for your consent to process personal data, then we will explain the reason for the request. You do not need to consent or can withdraw consent later.

The council will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

Personal data gathered during the employment is held in your personnel file in hard copy and electronic format on HR and IT systems and servers. The periods for which the council holds your HR-related personal data are contained in our privacy notices to individuals.

Sometimes the council will share your personal data with contractors and agents to carry out our obligations under a contract with the individual or for our legitimate interests. We require those individuals or companies to keep your personal data confidential and secure and to protect it in accordance with Data Protection law and our policies. They are only permitted to process that data for the lawful purpose for which it has been shared and in accordance with our instructions.

The council will update HR-related personal data promptly if you advise that your information has changed or is inaccurate. You may be required to provide documentary evidence in some circumstances.

The council keeps a record of our processing activities in respect of HR-related personal data in accordance with the requirements of the General Data Protection Regulation (GDPR).

Special categories of data

The council will only process special categories of your personal data (see above) on the following basis in accordance with legislation:

- where it is necessary for carrying out rights and obligations under employment law or a collective agreement;
- where it is necessary to protect your vital interests or those of another person where you are physically or legally incapable of giving consent;
- where you have made the data public;
- where it is necessary for the establishment, exercise or defence of legal claims;
- where it is necessary for the purposes of occupational medicine or for the assessment of your working capacity;
- where it is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided the processing relates to only members or former members provided there is no disclosure to a third party without consent;
- where it is necessary for reasons for substantial public interest on the basis of law which is proportionate to the aim pursued and which contains appropriate safeguards;
- where it is necessary for reasons of public interest in the area of public health; and
- where it is necessary for archiving purposes in the public interest or scientific and historical research purposes.

If the council processes special categories of your personal data in line with one of the above bases, it does not require your consent. In other cases, the council is required to gain your consent to process your special categories of personal data. If the council asks for your consent to process a special category of personal data, then we will explain the reason for the request. You do not have to consent or can withdraw consent later.

Individual rights

As a data subject, you have a number of rights in relation to your personal data.

Subject access requests

You have the right to make a subject access request. If you make a subject access request, the council will tell you:

- whether or not your data is processed and if so why, the categories of personal data concerned and the source of the data if it is not collected from yourself;
- to whom your data is or may be disclosed, including to recipients located outside the European Economic Area (EEA) and the safeguards that apply to such transfers;
- for how long your personal data is stored (or how that period is decided);
- your rights to rectification or erasure of data, or to restrict or object to processing;
- your right to complain to the Information Commissioner if you think the council has failed to comply with your data protection rights; and
- whether or not the council carries out automated decision-making and the logic involved in any such decision-making.

The council will also provide you with a copy of your personal data undergoing processing. This will normally be in electronic form if you have made a request electronically, unless you agree otherwise.

If you want additional copies, the council may charge a fee, which will be based on the administrative cost to the council of providing the additional copies.

To make a subject access request, you should send the request to the Clerk or Chairman of the Council. In some cases, the council may need to ask for proof of identification before the request can be processed. The council will inform you if we need to verify your identity and the documents we require.

The council will normally respond to a request within a period of one month from the date it is received. Where the council processes large amounts of your data, this may not be possible within one month. The council will write to you within one month of receiving the original request to tell you if this is the case.

If a subject access request is manifestly unfounded or excessive, the council is not obliged to comply with it. Alternatively, the council can agree to respond but will charge a fee, which will be based on the administrative cost of responding to the request. A subject access request is likely to be manifestly unfounded or excessive where it repeats a request to which the council has already responded. If you submit a request that is unfounded or excessive, the council will notify you that this is the case and whether or not we will respond to it.

Other rights

You have a number of other rights in relation to your personal data. You can require the council to:

- rectify inaccurate data;
- stop processing or erase data that is no longer necessary for the purposes of processing;
- stop processing or erase data if your interests override the council's legitimate grounds for processing data (where the council relies on our legitimate interests as a reason for processing data);
- stop processing or erase data if processing is unlawful; and
- stop processing data for a period if data is inaccurate or if there is a dispute about whether or not your interests override the council's legitimate grounds for processing data.
- complain to the Information Commissioner. You can do this by contacting the Information Commissioner's Office directly. Full contact details including a helpline number can be found on the Information Commissioner's Office website (www.ico.org.uk).

To ask the council to take any of these steps, you should send the request to the Clerk or Chairman of the Council.

Data security

The council takes the security of HR-related personal data seriously. The council has internal policies and controls in place to protect personal data against loss, accidental destruction, misuse or disclosure, and to ensure that data is not accessed, except by employees in the proper performance of their duties.

Where the council engages third parties to process personal data on our behalf, such parties do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Data breaches

The council has robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur the council must take notes and keep evidence of that breach.

If you are aware of a data breach you must contact the Clerk or Chairman of the Council immediately and keep any evidence, you have in relation to the breach.

If the council discovers that there has been a breach of HR-related personal data that poses a risk to the rights and freedoms of yourself, we will report it to the Information Commissioner within 72 hours of discovery. The council will record all data breaches regardless of their effect.

If the breach is likely to result in a high risk to the rights and freedoms of individuals, we will tell you that there has been a breach and provide you with information about its likely consequences and the mitigation measures we have taken.

International data transfers

The council will not transfer HR-related personal data to countries outside the EEA.

Individual responsibilities

You are responsible for helping the council keep your personal data up to date. You should let the council know if data provided to the council changes, for example if you move to a new house or change your bank details.

Everyone who works for, or on behalf of, the council has some responsibility for ensuring data is collected, stored and handled appropriately, in line with the council's policies.

You may have access to the personal data of other individuals and of members of the public in the course of your work with the council. Where this is the case, the council relies on you to help meet our data protection obligations to staff and members of the public. Individuals who have access to personal data are required:

- to access only data that you have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the council) who have appropriate authorisation;
- to keep data secure (for example by complying with rules on access to premises, computer access, including password protection, locking computer screens when away from desk, and secure file storage and destruction including locking drawers and cabinets, not leaving documents on desk whilst unattended);

- not to remove personal data, or devices containing or that can be used to access personal data, from the council's premises without prior authorisation and without adopting appropriate security measures (such as encryption or password protection) to secure the data and the device; and
- not to store personal data on local drives or on personal devices that are used for work purposes.
- to never transfer personal data outside the European Economic Area except in compliance with the law and with express authorisation from the Clerk or Chair of the Council
- to ask for help from the council's data protection lead if unsure about data protection or if you notice a potential breach or any areas of data protection or security that can be improved upon.

Failing to observe these requirements may amount to a disciplinary offence, which will be dealt with under the council's disciplinary procedure. Significant or deliberate breaches of this policy, such as accessing personal data without authorisation or a legitimate reason to do so or concealing or destroying personal data as part of a subject access request, may constitute gross misconduct and could lead to dismissal without notice.

Training

The council provides training to all individuals about their data protection responsibilities.

If your roles require you to have regular access to personal data, or you are responsible for implementing this policy or responding to subject access requests under this policy, you will receive additional training to help you understand your duties and how to comply with them.

This is a non-contractual policy and procedure which will be reviewed from time to time.

Adopted by the Council - January 2022

To be reviewed annually



Information available from Newton-in-the-Isle Parish Council under the ICO model publication scheme

Background

The Freedom of Information Act 2000 received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme

Newton-in-the-Isle Parish Council's publication scheme defines information that the Parish Council holds, and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the Council may set reasonable charges for this. Costs are shown in this document or are available on application to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Newton-in-the-Isle Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination.

Requests for Information

Requests for information should be made to the clerk: Dave Gibbs, 358 High Road, Newton-in-the-Isle, Wisbech, PE13 5HS. Email parishclerk@newtonintheisle.org.uk

The request must include details of the applicant's address in the Parish and the information sought.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Information available	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website	Free
Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	Website / notice board	Free
Finalised budget	Website	Free
Precept (from budget)	Website (budget)	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (accounts)	Free
Members' allowances and expenses	Website (accounts)	Free
Class 3 - What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Website	Free

Class 4 - How we make decisions		
Timetable of meetings	Website	Free
Agendas of meetings	Website / notice board	Free
Minutes of meetings	Website / notice board	Free
Reports presented to council meetings	Website	Free
Responses to consultation papers	Clerk (email)	Free
Responses to planning applications	Website (minutes)	Free
Class 5 - Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> ▪ Procedural standing orders ▪ Committee and sub-committee terms of reference ▪ Code of Conduct ▪ Policy statements ▪ Equality and diversity policy ▪ Health and safety policy ▪ Policies and procedures for handling requests for information ▪ Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Awaiting publication</p> <p>Awaiting publication</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p></p> <p></p> <p>Free</p> <p>Free</p>
Information security policy	Awaiting publication	

Records management policies (records retention, destruction and archive)	Awaiting publication	
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
Class 6 - Lists and Registers		
Assets register	Website	Free
Register of members' interests	Website	Free
Class 7 - The services we offer		
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Clerk	Free
Bus shelters	Clerk	Free
Additional Information		
Other information that is not itemised in the lists above	Clerk	Varies

Contact details: Dave Gibbs (Clerk & RFO)
 358 High Road
 Newton-in-the-Isle
 Wisbech PE13 5HS

parishclerk@newtonintheisle.org.uk

01945 870083

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	A4 Photocopying @ 3p per sheet (black & white)	Actual cost
	A4 Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Royal Mail standard 2 nd class
Staff time	Where appropriate @ £20 per hour (minimum ½ hour)	Time spent

Newton-in-the-Isle Parish Council

Code of Conduct for Members

Adopted by the Council on 11 January 2022

The Members' Code of Conduct is intended to promote high standards of behaviour amongst the elected and co-opted members of the Council.

The Code is underpinned by the following principles of public life which should borne in mind when interpreting the meaning of the Code:-

- i **Selflessness.** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.
- ii **Integrity.** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
- iii **Objectivity.** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- iv **Accountability.** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- v **Openness.** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- vi **Honesty.** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- vii **Leadership** Holders of public office should promote and support these principles by leadership and example.

Part 1

General Provisions

1. Introduction and Interpretation

- 1.1 This Code applies to **you** as a member of Newton-in-the-Isle Parish Council (the Council).
- 1.2 The term “**the Authority**” used in this Code refers to the Council.
- 1.3 “**Member**” means any person being an elected or co-opted member of the Authority.
- 1.4 It is **your** responsibility to comply with the provisions of this Code.
- 1.5. In this Code –

“**Meeting**” means any meeting of:-

- a) The Authority;
 - b) Any meetings with the Council’s officers;
 - c) Any of the Authority’s Committees, sub-committees, joint committees, joint sub-committees, or area committees;
 - d) Any site visits to do the business of the Authority;
 - e) Any of the Authority’s advisory groups and, working parties and panels.
- 1.6. In this Code “relevant authority” has the meaning given to it by section 27(6) of the Localism Act 2011.

2. Scope

- 2.1 You must comply with this Code whenever you act, claim to act or give the impression you are acting in your official capacity as a Member of the Authority.
- 2.2 Where you act as a representative of the Authority:-
 - a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

3. General Obligations

- 3.1 You must treat others with respect.
- 3.2 You must not:-
 - a) do anything, which may cause the Authority to breach UK equalities legislation.

- b) bully any person.
- c) intimidate or attempt to intimidate any person who is or is likely to be:-
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct.
- d) do anything, which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority.
- e) conduct yourself in a manner, which could reasonably be regarded as bringing your office or authority into disrepute.

4. You must not:-

- 4.1 disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:-
 - a) you have the consent of a person authorised to give it;
 - b) you are required by law to do so;
 - c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - d) the disclosure is:-
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the authority.
- 4.2. prevent another person from gaining access to information to which that person is entitled by law.

5. You must not:-

- 5.1 use or attempt to use your position as a member improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.

6. You must:-

- 6.1 when using or authorising the use by others of the resources of the Authority:-
 - a) act in accordance with your Authority's reasonable requirements;
 - b) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- 6.2. have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

Part 2 Interests

7. Disclosable Pecuniary Interests

- 7.1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions.
- 7.2. You have a Disclosable Pecuniary Interest if it is of a description specified in Regulations made by the Secretary of State (Appendix A) and either:
- (a) it is an interest of yours, or
 - (b) it is an interest of:
 - (i) your spouse or civil partner,
 - (ii) a person with whom you are living as husband and wife, or
 - (iii) a person with whom you are living as if you were civil partners,

and you are aware that that other person has the interest.

8. Registration of Disclosable Pecuniary Interests

- 8.1. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of:
- (a) this Code being adopted or applied by the Authority; or
 - (b) your election or appointment (where that is later),
- notify the Authority's Monitoring Officer in writing of any Disclosable Pecuniary Interests you have at that time.
- 8.2. Subject to paragraph 12 (sensitive interests), **you must**, within 28 days of becoming aware of any new Disclosable Pecuniary Interest or any change to any such interest, notify the Authority's Monitoring Officer in writing of that new Disclosable Pecuniary Interest or change.

9. Disclosable Pecuniary Interests in matters considered at meetings

- 9.1. If you attend a meeting and have and are aware that you have a Disclosable Pecuniary Interest in any matter to be considered, or being considered, at that meeting, -
- (a) **you must disclose** to the meeting the fact that you have a Disclosable Pecuniary Interest in that matter. **If you have not already done so, you must notify the Authority's Monitoring Officer** of the interest before the end of 28 days beginning with the date of the disclosure, and
 - (b) whether the interest is registered or not you **must not** - unless you have obtained a dispensation from the Authority's Monitoring Officer -
 - (i) participate, or participate further, in any discussion of the matter or vote at the meeting; or
 - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

10. Other Interests

- 10.1. In addition to the requirements of Paragraph 3, if you attend a meeting at which any item of business is to be considered and you are aware that you have a "non-pecuniary interest" in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 10.2. You have a "non-pecuniary interest" in an item of business of your authority where -
- (a) a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
 - (b) it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a "relevant person") or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

11. Sensitive Interests

- 11.1 Where you consider (and the Authority's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary or Personal Interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed, in accordance with paragraphs 8, 9 and 10.

Note: Register of Interests

Interests under paragraph 8 will be notified to the Monitoring Officer on a form approved for the purpose by the Monitoring Officer and for this purpose will be deemed the "register of interests". A copy of the register will be available for public inspection and will be published on the authority's website.

12 Gifts and Hospitality

- 12.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member from any person or body other than the authority.

Appendix A

Disclosable Pecuniary Interests

This note explains the requirements of the Localism Act 2011 (Ss 29-34) in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction. They come into force on 1 July 2012.

Notification of Disclosable Pecuniary Interests

<i>Disclosable Pecuniary Interest</i>	<i>Description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land, which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) -</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where -</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant</p>

authority; and

(b) either -

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land, which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“Member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Offences

It is a criminal offence to

- Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting
- Participate in any discussion or vote on a matter in which you have a Disclosable Pecuniary Interest (without a dispensation)

- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a Disclosable Pecuniary Interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.12.22

Income	Year to Date		Budget	%	
FDC Precept	£	10,000.00	£	10,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	284.24	£	495.00	57.42
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	11.34	£	1.20	945.00
VAT Refunds	£	-	£	1,900.00	0.00
Miscellaneous	£	250.00	£	-	#####
Total Income	£	12,513.58	£	14,365.20	87.11

Expenditure

Clerk's Salary	£	4,030.20	£	5,000.00	80.60
Fees	£	65.00	£	380.00	17.11
Subscriptions	£	-	£	425.00	0.00
Admin Expenses	£	114.00	£	500.00	22.80
Insurance	£	708.06	£	700.00	101.15
Drainage Rates	£	46.64	£	45.00	103.64
Playing Field	£	1,056.85	£	1,500.00	70.46
Highways	£	100.00	£	3,700.00	2.70
Street Lights	£	2,495.80	£	1,800.00	138.65
Section 137 Payments	£	200.00	£	500.00	40.00
LHI Projects	£	-	£	1,000.00	0.00
Recoverable VAT	£	521.66	£	-	#####
Total Expenditure	£	9,338.21	£	15,550.00	60.05

Summary

Total Income	£	12,513.58	£	14,365.20
LESS Total Expenditure	£	9,338.21	£	15,550.00
Net Surplus or Deficit	£	3,175.37	-£	1,184.80

Balance Sheet

Balance B/fwd	£	38,309.73
Surplus or Deficit	£	3,175.37
Balance C/fwd	£	41,485.10

Represented by

Barclays Community Account	£	29,423.54
Barclays Business Premium Account	£	12,061.56
Cash / Cheques	-£	0.00
	£	41,485.10

**Newton-in-the-Isle Parish Council
Budget Calculation 2023/24**

	2020/21	2021/22	2022/23			2023/24
Income	Actual	Actual	Budget	Actual 31.12.21	Anticipated Year End	Budget
FDC Precept	£ 13,000.00	£ 13,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
FDC Concurrent Functions Grant	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00	£ 1,968.00
Allotment Rents	£ 505.84	£ 495.04	£ 495.00	£ 284.24	£ 473.44	£ 473.44
Village Hall Rent	£ -	£ 2.00	£ 1.00	£ -	£ 1.00	£ 1.00
Grants	£ 8,740.00	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ 100.00	£ -	£ -	£ -	£ -
Bank Interest	£ 5.50	£ 1.20	£ 1.20	£ 11.34	£ 18.00	£ 20.00
VAT Refunds	£ 855.63	£ -	£ 1,900.00	£ -	£ 3,646.83	£ 1,092.76
Miscellaneous	£ 13.95	£ 315.00	£ -	£ 250.00	£ -	£ -
Anticipated Income	£ 25,088.92	£ 15,881.24	£ 14,365.20	£ 12,513.58	£ 16,107.27	£ 13,555.20
Expenditure						
Clerk's Salary	£ 2,667.06	£ -	£ 5,000.00	£ 4,030.20	£ 5,373.60	£ 5,685.60
Fees	£ 195.00	£ 555.00	£ 380.00	£ 65.00	£ 65.00	£ 235.00
Subscriptions	£ 47.50	£ 806.29	£ 425.00	£ -	£ 447.50	£ 475.00
Admin Expenses	£ 59.36	£ 2,300.10	£ 500.00	£ 114.00	£ 1,738.20	£ 500.00
Insurance	£ 682.78	£ 695.23	£ 700.00	£ 708.06	£ 708.06	£ 720.00
Drainage Rates	£ 41.23	£ 43.19	£ 45.00	£ 46.64	£ 46.64	£ 50.00
Playing Field	£ 1,316.38	£ 4,756.08	£ 1,500.00	£ 1,056.85	£ 2,388.85	£ 1,500.00
Highways	£ 499.20	£ 884.16	£ 3,700.00	£ 100.00	£ 3,800.00	£ -
Street Lights	£ 2,488.55	£ 5,336.56	£ 1,800.00	£ 2,495.80	£ 2,495.80	£ 3,000.00
Section 137 Payments	£ 725.00	£ 500.00	£ 500.00	£ 200.00	£ 200.00	£ 500.00
LHI Projects	£ 392.59	£ -	£ 1,000.00	£ -	£ -	£ 2,000.00
Recoverable VAT	£ 914.71	£ 2,293.47	£ -	£ 521.66	£ 1,092.76	£ -
Anticipated Expenditure	£ 10,029.36	£ 18,170.08	£ 15,550.00	£ 9,338.21	£ 18,356.41	£ 14,665.60
Additional items detailed below						£ -
Agreed Total Expenditure						£ 14,665.60
Summary						
Total Income	£ 25,088.92	£ 15,881.24	£ 14,365.20	£ 12,513.58	£ 16,107.27	£ 13,555.20
LESS Total Expenditure	£ 10,029.36	£ 18,170.08	£ 15,550.00	£ 9,338.21	£ 18,356.41	£ 14,665.60
Net Surplus or Deficit	£ 15,059.56	-£ 2,288.84	-£ 1,184.80	£ 3,175.37	-£ 2,249.14	-£ 1,110.40

NOTES

Balance as at 31.3.22
Anticipated deficit for 2022/23
Anticipated carry forward

£ 38,309.73
-£ 2,249.14
£ 36,060.59

Further liabilities and additional expenditure

Playing Field
Trees
Emergency Plan
Public Rights of Way
Village Hall
Highways

£ -
£ -
£ -
£ -
£ -
£ -
£ -