

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 the Annual Meeting of the Newton-in-the-Isle Parish Council to be held in Newton Village Hall on **Tuesday 12 May 2026 at 7.30pm.**

Dave Gibbs

Clerk

7 May 2026

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

001/26 Election of Chairman for the Municipal Year 2026/27

To elect the Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

002/26 Election of Vice Chairman for the Municipal Year 2026/27

To elect the Vice Chairman for the forthcoming year and to witness the signing of the declaration of acceptance of office

003/26 Apologies for Absence

To receive and consider apologies from those members not present

004/26 Chairman's Announcements

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

005/26 Public Forum

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

006/26 Annual Meeting of the Parish Council

To consider and resolve on the following matters:

- a) Review of delegation arrangements to committees*
- b) Review of terms of reference and membership of committees*
- c) Confirmation of standing orders and financial regulations*
- d) Confirmation of insurance arrangements*
- e) Review of the Council's subscriptions to other bodies*
- f) Appointment of a Trustee to the Newton Village Hall charity*
- g) Confirmation of the Council's register of assets as at 31 March 2026*

- h) *Confirmation of meeting dates and times for the municipal year. The following are suggested - 14 July, 8 September, 10 November, 12 January, 9 March, 11 May*

007/26 Minutes of the Previous Meetings

To approve and sign the minutes of the Parish Council meeting held on Tuesday 10 March

008/26 District Councillors Reports

To receive reports from Cllrs B Barber, S Clark and C Seaton (FDC)

009/26 Police Matters

To receive a report from the Police on issues relating to crime and anti-social behaviour

010/26 Clerk's Report

To receive a report on meetings attended and correspondence received

011/26 Village Hall Report

To receive a report from Cllr K Simpson on matters relating to the Village Hall

012/26 Clarion Housing Group and Amplus (formerly Longhurst)

To receive a report from Cllr B Simpson on work with Clarion Housing Group and Amplus

013/26 Queen Elizabeth II Playing Field

- a) *To receive an update from the Clerk regarding matters relating to the Playing Field and to resolve accordingly*
- b) *To review the annual play equipment inspection report from RoSPA Playsafety and to resolve accordingly*

014/26 Outstanding Matters

To receive updates on matters raised previously and to resolve accordingly

- a) *Allocation of vacant allotments*
- b) *Village bus service*
- c) *Former Colvile School site*
- d) *Bird deflectors on overhead power lines*
- e) *High Road overhanging vegetation*
- f) *Defibrillator training*

015/26 Members' and Residents' Issues

To receive reports from the Clerk and Members on matters raised by local residents

016/26 Highways

- a) *To receive an update from the Clerk on highway maintenance issues*
- b) *To receive an update from the Clerk on the Local Highway Improvement application for 2025/26*
- c) *To receive an update from Cllr Giles on the establishment of a Community Speed Watch*
- d) *To confirm the submission of an application under the County Council's 20mph zone initiative*

017/26 Street Lights

- a) To receive a report from the Clerk on the recent street light structural testing survey
- b) To approve a quote of £1,045.27+VAT from Woodstock Street Lighting Services Ltd for the replacement of PC1 Roman Bank

018/26 Finance

To consider and resolve on the following matters:

- a) To approve the internal accounts for 2025/26
- b) To approve the statement of reserves as at 31st March
- c) To receive and adopt the final budget for 2026/27
- d) To review the Council's fees and charges
- e) To review the mandates for the Council's bank accounts and to resolve accordingly
- f) To review and approve the Governance and Management Risk Assessment
- g) To approve the Internal Audit Report and agree an action plan to address issues raised (if any)
- h) To consider and approve the content of the Annual Governance Statement 2025/26 and to sign the document
- i) To approve and sign the Accounting Statements 2025/26
- j) To confirm the dates of the period for the exercise of public rights
- k) To review the internal audit arrangements and confirm the appointment of an Internal Auditor for the 2026/27 financial year
- l) To consider the payment of a Chairman's Allowance and/or a Parish Basic Allowance
- m) To receive a report on progress towards the adoption of a 3-year plan
- n) To receive an updated financial statement for the period to the end of April
- o) To note the following sums received since the last meeting:

Barclays Bank (interest)	£	98.11
Fenland District Council (precept instalment).....	£	20,500.00
J McGregor (licence fee).....	£	100.00
		<u>£ 20,698.11</u>

- p) To note the following sum paid by direct debit since the last meeting:

HMRC (tax and national insurance)	£	177.24
---	---	--------

- q) To approve the following payments:

100860 D A Gibbs (salary April and May).....	£	907.24
100861 D Freeman (handyman).....	£	261.81
100862 Newton Village Hall (hall hire).....	£	60.00
100863 SJA Pest Control (mole removal).....	£	172.00
100864 A1 Engraving Ltd (signs)	£	239.04
100865 Andrew Deptford (defibrillator pads)	£	86.34
100866 Playsafety Ltd (play equipment inspection)	£	118.80
100867 Business Services at CAS Ltd (insurance)	£	695.81
100868 Helen Symmons (audit fee).....	£	269.00
		<u>£ 2,810.04</u>

019/26 Consultations

*To note the following consultation and formulate appropriate responses if required:
Fenland District Council Wisbech Public Spaces Protection Order*

020/26 Annual Parish Meeting

To finalise plans for the Annual Parish Meeting 2026

021/26 Residents' Survey

To receive a report from the survey working group

022/26 Community Events

To receive a report from Cllr B Simpson on the Easter Egg Hunt and plans for future community events in the Playing Field

023/26 Confidential Item

*To resolve to exclude the press and public from the following item by reason of the confidential nature of the business to be transacted, in accordance with paragraph 6 of Part 1 of Schedule 12A of the Local Government Act 1972
Management of Council property*

024/26 Date of Next Meeting

*To confirm the date and time of the next meeting of the Council
Tuesday 14 July at 7.30pm*

Newton-in-the-Isle Parish Council

Planning Committee Terms of Reference

Objective

- i. Newton-in-the-Isle Parish Council is a statutory consultee in respect of planning applications received by Fenland District Council relating to the Parish of Newton-in the-Isle.
- ii. The Planning Committee is constituted to consider and respond to planning applications and other planning consultations on behalf of the Parish Council.
- iii. All matters relating to the Planning Committee will be governed by, and conducted in accordance with, the Parish Council's Standing Orders.

Membership

- i. Membership will comprise all members of the Parish Council to be confirmed annually at the Annual Meeting of the Council.
- ii. The Chairman and Vice Chairman of the Council will be *ex-officio* members of the Planning Committee.
- iii. A quorum will consist of three members of the Committee.
- iv. The Chairman and Vice Chairman of the Committee will be elected by the Council at the Annual Parish Council meeting.

Meetings

- i. The Committee will meet on at least three occasions each year.
- ii. The Clerk will compile a calendar of meeting dates.
- iii. The Chairman or the Clerk may call additional meetings at any time to enable any relevant matter to be considered within designated timescales.
- iv. A minimum of three clear days notice must be given for each meeting.
- v. The Committee will ensure that all correspondence received by the Clerk prior to the meeting from all relevant parties is considered at the meeting.

Decisions

- i. Minutes of all meetings will be compiled by the Clerk and distributed to the members of the Committee to be ratified at the next meeting of the Council.
- ii. A record of all planning applications, together with the responses and eventual outcome, will be reported to the Parish Council and noted in the Council's minutes.
- iii. The Clerk will communicate the Committee's decision in respect of each application considered to Fenland District Council within the designated consultation period.

Review

These Terms of Reference are to be reviewed annually at the Annual Meeting of the Council.

THE SCHEDULE: Attaching to and forming part of the policy bearing the number below and written upon policy form FA67 0721.
 Subject to the terms and conditions of the policy the insurance is for the period shown.

Agent

James Hallam Insurance (CAS)
 Spargo House
 10 Budshead Way
 Crownhill, Plymouth
 PL6 5FE

Phone: 01752 670440
 UK 6171

Policyholder

Newton in the Isle Parish Council
 358 High Road
 Newton-in-the-Isle
 Wisbech
 PE13 5HS

556358

Policy number	ACY 2423449	Reason	Renewal
Policy type	Charity and Community (Essentials)		
Period of insurance from	0:01 Hrs 1/06/26	Premium	£621.26
	to Midnight 31/05/27	Insurance Premium Tax (IPT)	£74.55 at 12.0%
		Total premium	£695.81

Your Long Term Undertaking (LTU) expires on 31/05/27

DESCRIPTION OF THE ORGANISATION:

Council (town, parish or community)

CHARITABLE ACTIVITIES OF THE INSURED:

a) We cover the following activities:

- * Allotments
- * Clean-Ups and Litter Picks
- * Clerical and Other Non-Manual Work
- * Committee Activities
- * Conferences, Trade Shows and Exhibitions
- * Delivery And/Or Collection Of Goods
- * Domestic Duties
- * Fire Safety Or Theft Prevention Advice
- * Fireworks Display or Bonfire Event up to 100 Attendees
- * Fundraising Events (ex. Fireworks & Bonfires) up to 1000 people
- * Gardening (Domestic)
- * Gritting of pavements and paths
- * Meetings, coaching and mentoring
- * Provision and maintenance of municipal infrastructure
- * Provision and maintenance of parks, open spaces and playgrounds

Date of issue 21/04/26

Page 001

Policy number ACY 2423449

ADDITIONAL RISK INFORMATION

* Talks, Presentations And Seminars

b) We are also covering the following additional activities you have disclosed to us:

* Operation of community traffic calming or speed watch

Provided any activity above is not otherwise more specifically excluded in any section of this policy or by any endorsement forming part of this schedule or otherwise by us in writing.

DECLARED INCOME, WAGES AND VOLUNTEERS

You have declared to us your:

- a) income as £13,000
- b) wage roll as £5,685
- c) number of volunteers as 7

Policy number ACY 2423449

SCHEDULE

General Cover

The cover provided under the following sections (if shown as operative) applies to all locations specified under this policy.

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER		
1 PUBLIC AND PRODUCTS LIABILITY Indemnity Limit	£100	OPERATIVE £10,000,000		
2 EMPLOYERS' LIABILITY Indemnity Limit		OPERATIVE £10,000,000		
3 TRUSTEES' AND DIRECTORS' INDEMNITY Indemnity Limit	£250	OPERATIVE £100,000		
4 PROFESSIONAL INDEMNITY		NOT OPERATIVE		
5 PERSONAL ACCIDENT Deferment period 14 days		OPERATIVE		
Person(s) insured:		Death Benefit	Permanent Total Disablement	Temporary Total Disablement (per week)
Employees/volunteers aged 16-65 years		£25,000	£25,000	£250
Employees/volunteers aged 66-75 years		£10,000	£10,000	£50
Employees/volunteers aged 76-80 years		£5,000	£5,000	£25
6 FIDELITY GUARANTEE Indemnity Limit Retroactive date - 1/06/2024	£250	OPERATIVE £250,000		
7 REPUTATIONAL RISKS 1. Libel and slander 2. PR crisis - any incident	£250	OPERATIVE £250,000 £5,000		
8 LEGAL EXPENSES Indemnity Limit		OPERATIVE £250,000		
9 CYBER		NOT OPERATIVE		
10 ALL RISKS Unspecified items with a single item limit of £500 and within the geographical limits of the United Kingdom	£75	OPERATIVE £1,000		

Policy number ACY 2423449

SCHEDULE

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
11 MONEY	£75	OPERATIVE
Limit during working hours		£5,000
Limit in transit		£5,000
Limit in bank night safe		£5,000
Limit in safe		£5,000
Personal accident (Assault)		
Deferment period 14 days		
Capital benefits		£10,000
Weekly benefits for persons aged 16 to 80		£100
12 GOODS IN TRANSIT		NOT OPERATIVE
13 MOTOR POLICY COMPENSATION		NOT OPERATIVE

Endorsements

- | | |
|--|---|
| 046 - Long Term Undertaking | 215 - Activities |
| 330 - Infectious Disease, Cyber and Data Protection | 333 - Parish Council Scheme Endorsement |
| 340 - Territorial Exclusion (Property)General Exclusions | |

Policy number ACY 2423449

SCHEDULE

Location: Municipal Infrastructure in the Parish Newton-in-the-Isle Wisbech PE13 5HS

SECTION	EXCESS (Unless another amount is stated by endorsement or in the policy wording)	COVER
14 PROPERTY DAMAGE including Accidental Damage	£100	OPERATIVE
Malicious people	£250	
Buildings sum insured		£158,950
Day one item - declared value		£138,217
15 BUSINESS INTERRUPTION		NOT OPERATIVE
16 LOSS OF LICENCE		NOT OPERATIVE
17 EQUIPMENT BREAKDOWN		NOT OPERATIVE
18 TERRORISM		NOT OPERATIVE

Endorsements

046 - Long Term Undertaking	049 - Day One Non-Adjustable (Property Damage)
330 - Infectious Disease, Cyber and Data Protection	333 - Parish Council Scheme Endorsement
340 - Territorial Exclusion (Property)General Exclusions	364 - Changes to Business Interruption Extensions

Newton-in-the-Isle Parish Council

Asset Register

31.3.26

Village Hall		£	1.00	£	1.00
Playing Field		£	15,000.00	£	15,000.00
Bank Garden Allotments		£	1.00		
Parish Allotments		£	1.00	£	2.00
Play Equipment		£	28,537.00		
Play Equipment	2022/23	£	518.00		
Youth Shelter		£	7,207.00	£	36,262.00
Fencing		£	23,353.00		
Fencing	2021/22	£	750.00	£	24,103.00
Village Signs		£	1,585.00	£	1,585.00
Bus Shelter		£	3,171.00	£	3,171.00
Benches and Seats		£	1,128.00		
Picnic Bench	2019/20	£	525.00		
Bench	2023/24	£	416.00	£	2,069.00
Footway Lights		£	34,546.00		
Street Lights	2021/22	£	3,541.00		
Street Lights	2023/24	£	249.00		
Street Lights	2024/25	£	770.00		
Street Lights	2025/26	£	1,701.00	£	40,807.00
Matting		£	2,068.00	£	2,068.00
Display Boards		£	961.00		
Village Notice Boards		£	499.00		
Notice Boards	2022/23	£	864.00	£	2,324.00
Computer and Printer		£	543.00	£	543.00
Defibrillator		£	995.00		
Defibrillator Cabinet		£	950.00		
Defibrillator and Cabinet	2021/22	£	1,629.00	£	3,574.00
MVAS Speed Sign	2020/21	£	393.00	£	393.00
Litter Bins	2019/20	£	309.00		
Dog Bins	2020/21	£	499.00		
Dog Bag Dispensers	2022/23	£	300.00	£	1,108.00
		£	133,010.00	£	133,010.00

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

Minutes of a Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 10th March 2026

Present - Cllr R Bradley (Chairman), Cllr A Clark, Cllr S Clark, Cllr I Giles, Cllr K Humphris, Cllr K Simpson, Cllr B Barber (FDC), D Gibbs (Clerk), 5 parishioners

099/25 Apologies for Absence

Cllr B Simpson, Cllr A Osborn (CCC), Cllr C Seaton (FDC)

100/25 Chairman's Announcements

The Chairman welcomed everyone to the meeting.

101/25 Public Forum

A resident expressed concern regarding the removal of the orchards to the east of the village and the potential impact on public rights of way. The Chairman agreed that the Council would investigate and clarify the plans for future access.

A replacement clothes recycling bin has been delivered to the Village Hall car park, but the Village Hall committee would prefer not to have it there. The District Council has asked whether there is an alternative location in the village. Members were unable to identify a suitable site, so the bin will be removed.

A resident asked about the Residents' Survey item on the agenda for this meeting. The Chairman explained that a decision had been made to revisit the survey in the spring. The new working group would consider options for the survey.

A resident enquired about the confidential agenda item relating to Council property. The Chairman explained that it met the definition of a confidential item contained in the Local Government Act.

A resident enquired about the current value of parish assets and whether there might be scope to adopt a more commercial approach to generating money for village projects to supplement funds raised through the precept. Is there anything the Council can do to bring back a shop and a pub to the village? The Chairman explained that the Council has limited scope compared to several of our neighbouring parishes, with minimal land holdings, no buildings and no parish charity.

102/25 Minutes of Previous Meetings

- a) RESOLVED that the minutes of the Parish Council meeting held on Tuesday 13th January be agreed and signed as a true and accurate record.

- b) RESOLVED - that the minutes of the Extraordinary Parish Council meeting held on Tuesday 27th January be agreed and signed as a true and accurate record.

103/25 County and District Councillors Reports

County - In Cllr Osborn's absence, there was no report.

District - Cllr Barber reported that the District Council is still embroiled in discussions on Local Government Reorganisation and a meeting will take place shortly to agree the District Council's response. Ward Councillors have submitted proposals for enhancements to children's playgrounds in their villages and these will now be evaluated by Members and Officers to facilitate the allocation of the funds from the Government's Pride in Place Impact Fund.

104/25 Police Matters

The Clerk stated that he believed that a new designated neighbourhood officer had been appointed, but no information has been circulated yet. A new PCSO has also joined the Wisbech Neighbourhood Team and will be attending community events in the villages.

Reports of anti-social driving in the village are being investigated.

105/25 Clerk's Report

The Clerk reported on meetings attended and correspondence received, including meetings with the North Level District Internal Drainage Board re the bench at Blackdike Bridge, with UK Power Networks re trees in the Playing Field, and with those involved in the former Colville School development proposals, website accessibility training and a Cambridgeshire Highways 20mph scheme webinar.

Correspondence included the District Council Chairman's Afternoon Tea, the Fenland Community Safety Partnership's Community Safety Survey, Cambridgeshire ACRE's Community Buildings Conference, Village Halls Week and a webinar on Energy and Water for Community and Parish Council Buildings, and notice from Norfolk County Council of forthcoming closures of the Pullover Roundabout, King's Lynn.

106/25 Village Hall Report

Cllr K Simpson reported that there will be a new dedicated phone number for hall bookings via a shared mobile phone. The latest water bill is being investigated as it appears to be inflated.

107/25 Clarion Housing Group and Longhurst Group

The Clerk shared information from Cllr B Simpson relating to her work with Clarion on a range of issues. The dead tree outside St James' Close will be felled shortly. A possession order has been granted for a property in Poppy Close.

Cllr Simpson is now working with both Clarion and Longhurst (now Amplius) to address the backlog of maintenance issues on individual properties.

The ownership of the overgrown land adjacent to 1 Poppy Close that has become a fly-tipping hotspot has been clarified and the landowner will clear the site shortly.

108/25 Queen Elizabeth II Playing Field

Cllr Bradley reported that the roundabout has been repaired, the new bearing has been fitted, and it has been repainted to look like new. It is now ready for reinstallation.

The Clerk explained that the submission to the District Council for play equipment funding included the refurbishment and reinstallation of the roundabout, the replacement legs for the climbing frame and the aerial ropeway and the soft play surfacing. It also includes additional funding for a couple of new items of equipment. He explained that this funding had become available after the precept had been set, so if successful, the Council will be in a better financial position than originally anticipated.

No progress has been made on the list of outstanding works for the Playing Field, as these are either contained within the proposals outlined above or are weather-dependent.

109/25 Outstanding Matters

- a) Allocation of vacant allotments - An advertisement will be issued shortly.
- b) Village bus service - The survey will be circulated shortly.
- c) Former Colville School site - Cllr Bradley and the Clerk met with the site owner, the architect and the District Council's Principal Engineer to discuss aspects of the proposed development including surface water drainage and sewage.
- d) Bird deflectors on overhead power lines - The Clerk is still awaiting a response from UK Power Networks.
- e) High Road overhanging vegetation - The Clerk confirmed that the situation is being monitored. Some residents have not carried out the required work, so a second letter will be delivered. Cllr S Clark reported that the dead trees overhanging the A1101 south of Little Ramper have finally been cut back after many years of correspondence.
- f) Defibrillator training - The training session will take place on 18th March in the Village Hall. More than twenty residents have expressed an interest in taking part in the training.
- g) Gaymer's Cider sign - The Clerk has located the relevant paperwork which confirms that the sign was erected by the landowner and the Council has no responsibility for it.
- h) Bench at Blackdike Bridge - Cllr S Clark and the Clerk met with Huw Sharman of the North Level District Internal Drainage Board at the site and agreed a suitable location for the bench. The Drainage Board consulted the tenant of the adjoining land and unfortunately, the tenant is unwilling to support the proposal, so it will not be possible to install a bench.

110/25 Members' and Residents' Issues

- a) Anti-social behaviour - Cllr Giles reported renewed incidents of anti-social behaviour at a property on High Road, believed to be a dispute between neighbours. The Police have been informed.
- b) Precept increase - Cllr Bradley reported that two parishioners had contacted him to enquire about the recent precept increase. He provided the necessary explanation.

111/25 Highways

- a) The Clerk reported that the remaining potholes in Church Lane will be repaired tomorrow. Colville Road is being prepared for surface dressing. The surface dressing is due to take place on 21st and 22nd April.
- b) The Highways Project Officer is still awaiting feedback from UK Power Networks regarding the availability of a suitable power supply for the 2025/26 Local Highway Improvement project.
- c) Cllr Giles reported that he has applied to use all four of the MVAS locations for Speedwatch and they have been approved. He has placed an advert in the forthcoming village newsletter seeking more volunteers. Training will be provided in April by Cambridgeshire Constabulary's County Speedwatch Coordination Officer, who will bring the necessary equipment.
- d) Members considered the submission of an application under the County Council's 20mph scheme for 2026/27. Last year's application was placed in 21st place on the scoring list and the eleven highest placed schemes received funding, suggesting that the chance of securing funding is high. Members resolved to resubmit the application.

112/25 Finance

- a) The Clerk presented an updated financial statement as at the end of February, showing income of £30,366.54 and expenditure of £26,789.01, resulting in a surplus of £3,577.53 and total funds held of £35,292.57.
- b) Members noted the following sum received since the last meeting:

<i>HMRC (VAT refund)</i>	£ 1,349.98
--------------------------------	------------
- c) Members noted the following sum paid by direct debit since the last meeting:

<i>HMRC (tax and national insurance)</i>	£ 177.44
--	----------
- d) Members ratified the following payments issued since the last meeting:

<i>100850 Fenland District Council (election charges)</i>	£ 5,496.27
<i>100851 Sam Johnson Landscapes (tree work)</i>	<u>£ 1,200.00</u>
	£ 6,696.27
- e) Members considered donations under Section 137 of the Local Government Act 1972. They resolved to donate £200 to the local Community First Responders to assist them in purchasing essential equipment and training materials.
- f) Members approved the following payments:

<i>100852 D A Gibbs (salary February and March)</i>	£ 916.44
<i>100853 D A Gibbs (expenses)</i>	£ 315.68
<i>100854 D Freeman (handyman)</i>	£ 142.50
<i>100855 CPRE (subscription)</i>	£ 36.00
<i>100856 Tydd St Giles CC&RG (hall hire)</i>	£ 36.00
<i>100857 Newton Village Hall (hall hire)</i>	£ 60.00
<i>100858 CAPALC Ltd (affiliation fee)</i>	£ 425.44
<i>100859 East of England Ambulance Service NHS Trust (donation)</i>	<u>£ 200.00</u>
	£ 2,132.06

- g) Three-year plan - The Chairman reported that Members attended a meeting to discuss issues and ideas. The Clerk is collating the responses from the initial session to formulate a 3-year plan and will present a draft document for discussion at the next meeting.

113/25 Consultations

Members considered the following consultations and resolved accordingly:

- a) Ministry of Housing Communities and Local Government consultation on proposals for local government reorganisation in Cambridgeshire and Peterborough - Members considered each of the four options. The consensus was that none of the four options offers an acceptable solution to meet the needs of rural Fenland communities. Creating larger councils with fewer councillors will be detrimental to local democracy.

They resolved to support Option 4, creating three new unitary councils including a Mid Cambridgeshire Council combining the current districts of Fenland and East Cambridgeshire with 17 wards from Huntingdonshire. They noted that Fenland District Council also supported this proposal. The Clerk will respond on behalf of the Council.

- b) Fenland District Council Local Plan scoping consultation - Members resolved to respond individually to the consultation.

114/25 Annual Parish Meeting

Members discussed potential speakers for the Annual Parish Meeting. Cllr B Simpson has invited Clarion Housing Group to attend to talk about their work. Members also suggested Cambridgeshire Constabulary, Cambridgeshire Highways or the North Level District Internal Drainage Board.

115/25 Residents' Survey

Members resolved to establish a working group to finalise plans for the publication of a survey and to report to the next meeting. Cllrs Bradley, B Simpson and A Clark volunteered to form the working group.

116/25 Community Events

Following the Council's decision at the January meeting to support a programme of community events, the Clerk updated Members on Cllr B Simpson's plans. There will be an Easter Egg Hunt on 3rd April and a Colour Run on 23rd May. All Members are encouraged to attend and support these events.

117/25 Policies and Procedures

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

- a) Equality and Diversity Policy
- b) Homeworking Policy
- c) Expenses Policy

Members considered the following policy and resolved to adopt it:

- d) Website Accessibility Policy

118/25 Confidential Item

Members resolved to exclude the press and public from the following item by reason of the confidential nature of the business to be transacted, in accordance with paragraph 6 of Part 1 of Schedule 12A of the Local Government Act 1972.

Members considered matters relating to the future management of Council property. They resolved to explore opportunities to maximise the financial return from Council property and authorised the Clerk to take appropriate action.

119/25 Date of Next Meeting

The Annual Meeting of the Council will take place on Tuesday 12th May at 7.30pm.

DRAFT

Agenda Item No.	010/26	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	12 May 2026	
Report Title	Clerk's Report	

1. Purpose of Report

To report on meetings attended and correspondence received.

2. Key Issues

Meetings attended:

- ACRE Community Buildings Conference - 17 March
- Defibrillator Training - 18 March
- ACRE Futureproofing Community Buildings - 23 March
- Easter Egg Hunt - 3 April
- Internal Auditor - 23 April
- Speedwatch Training - 25 April
- Introduction to Parish Councils Training - 25 April

Correspondence received:

Cambridgeshire County Council

- Roadworks and events bulletins
- Traffic order for closure of Cross Drove and Hassock Hill Drove - 22-28 June
- Traffic order for closure of Church Lane - 22-28 June
- Cambridgeshire Matters newsletter
- Flood and water newsletter
- Close Pass Campaign launch
- Heating oil support scheme
- Library Presents programme

Fenland District Council

- The Fenlander newsletter
- Local Government Reorganisation response
- Street light structural testing report
- FDC gold accreditation for domestic abuse work
- Pride in Fenland nominations open
- Fly-tipping prosecution and £800 fine for Wisbech man
- Chairman donates £1,700 charity funds to Damsons dementia support group
- Wisbech Public Spaces Protection Order consultation

National Association of Local Councils - Chief Executive's bulletin, events

Cambridgeshire and Peterborough Combined Authority - Concessionary bus pass scheme

Cambridgeshire ACRE - Staying in Touch newsletter, Practical support for parish councils and community groups, Closing the Gap: Cancer Awareness and Early Diagnosis

PKF Littlejohn LLP - External audit arrangements

Helen Symmons - Internal audit arrangements

NHS - Central East ICB launch

Report Author	Dave Gibbs
----------------------	------------

RoSPA Playsafety - Play equipment inspection report

National Grid - Grimsby to Walpole update

National Allotment Society - National allotment survey

Queen Elizabeth Hospital - Modernising our hospital newsletter

3. Recommendations

Members note the report.



Date 16/09/2025
 Quote Ref: FENW029
 Structural Red
 Asset Unique Ref: FEN1446
 Name: PC1 Roman Bank, Newton
 Works Description Replace Column that has been stumped.

Qty	SOR No	Description	Price Each	Total
1	5.5.0	1-4-1 Streetlight Column replacement – using existing luminaire from column to be replaced Take down/remove existing streetlight stub, apparatus and associated foundation. Provide and install 6m high HD galvanised lighting column. Refit returned to stores luminaire and cell. Include for all excavation, reinstatement, service transfer, internal wiring, cutouts, testing and transfer of existing Enplate and sign attachments. All works as per Specification.	£ 1,045.27	£ 1,045.27
1				
			TOTAL	£ 1,045.27
			+VAT	£209.05
			Gross	£1,254.32

Woodstock Street Lighting Services Ltd
 19 New Horizons Business Centre Barrows Road Harlow Essex CM19 5FN
Vat Reg: 259439954 Company Number: 10415737 Company UTR: 3593713314

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 31.3.26

Income	Year to Date		Budget	%	
FDC Precept	£	26,000.00	£	26,000.00	100.00
FDC Concurrent Functions Grant	£	1,968.00	£	1,968.00	100.00
Allotment Rents	£	577.76	£	573.44	100.75
Village Hall	£	1.00	£	1.00	100.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	424.99	£	300.00	141.66
VAT Refunds	£	1,349.98	£	1,349.98	100.00
Miscellaneous	£	142.92	£	-	#####
Total Income	£	30,464.65	£	30,192.42	100.90

Expenditure

Clerk's Salary	£	5,912.48	£	6,210.00	95.21
Fees	£	287.00	£	260.00	110.38
Subscriptions	£	523.52	£	550.00	95.19
Admin Expenses	£	6,440.51	£	500.00	1288.10
Insurance	£	681.35	£	685.00	99.47
Drainage Rates	£	57.37	£	60.00	95.62
Playing Field	£	4,532.80	£	20,000.00	22.66
Highways	£	1,732.46	£	1,000.00	173.24
Street Lights	£	6,349.72	£	6,000.00	105.83
Section 137 Payments	£	200.00	£	500.00	40.00
LHI Projects	£	-	£	8,000.00	0.00
Recoverable VAT	£	2,203.86	£	2,000.00	110.19
Total Expenditure	£	28,921.07	£	45,765.00	63.19

Summary

Total Income	£	30,464.65	£	30,192.42
LESS Total Expenditure	£	28,921.07	£	45,765.00
Net Surplus or Deficit	£	1,543.58	-£	15,572.58

Balance Sheet

Balance B/fwd	£	31,715.04
Surplus or Deficit	£	1,543.58
Balance C/fwd	£	33,258.62

Represented by

Barclays Community Account	£	468.17
Barclays Business Premium Account	£	32,790.45
Cash / Cheques	£	-
	£	33,258.62

Newton-in-the-Isle Parish Council

Statement of Reserves as at 31.3.26

Bank balances as at 31.3.26 £ 33,259

Earmarked Reserves

Street lighting £ 6,500 £ 6,500

Highways LHI 2022/23 £ 7,000
(inc PFHI)

LHI 2025/26 £ 1,000 £ 8,000

£ 14,500 £ 14,500

General Reserve

Balance remaining

£ 18,759

Newton-in-the-Isle Parish Council Budget Calculation 2026/27

Income	Initial Budget	Additions	Agreed Budget
FDC Precept	£ 26,000.00	£ 15,000.00	£ 41,000.00
FDC Concurrent Functions Grant	£ 1,968.00	£ -	£ 1,968.00
Allotment Rents	£ 602.76	£ -	£ 602.76
Village Hall Rent	£ 1.00	£ -	£ 1.00
Grants	£ -	£ -	£ -
Donations	£ -	£ -	£ -
Bank Interest	£ 360.00	£ -	£ 360.00
VAT Refunds	£ 2,025.00	£ 178.86	£ 2,203.86
Miscellaneous	£ -	£ -	£ -
Anticipated Income	£ 30,956.76	£ 15,178.86	£ 46,135.62

Expenditure

Clerk's Salary	£ 6,400.00	£ -	£ 6,400.00
Fees	£ 522.00	£ -	£ 522.00
Subscriptions	£ 550.00	£ -	£ 550.00
Admin Expenses	£ 750.00	£ -	£ 750.00
Insurance	£ 685.00	£ -	£ 685.00
Drainage Rates	£ 60.00	£ -	£ 60.00
Playing Field	£ 24,867.00	£ -	£ 24,867.00
Highways	£ 1,000.00	£ -	£ 1,000.00
Street Lights	£ 6,500.00	£ -	£ 6,500.00
Section 137 Payments	£ -	£ -	£ -
LHI Projects	£ 8,000.00	£ -	£ 8,000.00
Recoverable VAT	£ 3,500.00	£ -	£ 3,500.00
Anticipated Expenditure	£ 52,834.00	£ -	£ 52,834.00

Summary

Total Income	£ 30,956.76	£ 46,135.62
LESS Total Expenditure	£ 52,834.00	£ 52,834.00
Net Surplus or Deficit	-£ 21,877.24	-£ 6,698.38

NOTES

Balance as at 31.3.25	£ 31,715.04
Surplus for 2025/26	£ 1,543.58
Carry forward as at 31.3.26	£ 33,258.62
2026/27 budget	-£ 6,698.38
Anticipated balance as at 31.3.27	£ 26,560.24

NEWTON-IN-THE-ISLE PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
1	Lack of forward planning and budgetary controls	Lack of direction and Prioritisations	M	H	In year budget reviews.	Quarterly	Unexpected expense	Clerk	L
2	Poor reporting to Council	Poor quality decision making. Council becomes ill informed.	M	H	Timely and accurate financial reporting.	Quarterly	Matter raised at meeting	Clerk	L
3	Loss of key staff	Failure in budgetary controls. Correspondence backlog.	M	H	Clear office procedures. Clear budgetary procedures.	Annually	Loss of staff member	Council	L
4	Failure to respond to electors wish to right of inspection	Loss of confidence. Loss of reputation.	L	L	Clear Standing Orders and Operating Protocols. Documented procedures to deal with enquiries from the public.	Annually	Approach by elector to Auditor	Clerk	L
5	Poor document control	Information not passed on in a timely manner. Deadlines missed.	M	M	Clear Standing Orders.	Annually	Major incident complaints	Clerk	L
6	Ensure Council complies with law in particular Health and Safety, Equal Opportunities, Data Protection, Human Rights, Disability and Discrimination, Employment Law	Fines and penalties from regulation bodies. Employee action for negligence or grievance. Loss of reputation.	M	H		Bi-annually	Following incident	Clerk	L

NEWTON-IN-THE-ISLE PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
7	Ensuring all business activities are within legal power	Illegal expenditure.	L	H	Recording in the minutes the precise power under which expenditure is being approved.	Monthly	Review of minutes to ensure legal powers are in place, recorded and correctly applied.	Clerk	L
8	Council becomes dominated by one or two individuals or cliques form	Conflicts of interest. Pursuit of personal agendas. Decisions made outside Council.	L	H	Clear Standing Orders regarding conduct of meeting and conflict of interests.	Annually	Complaints Incidents at meetings	Chairman	L
9	Councillors benefiting from being on the Council	Affect reputation. Conflicts of interest.	L	M	Clear Standing Orders. Open system of payment.	Annually All meetings	Complaints from public	Council	L
10	Failure to register members interests	Member could make inappropriate gains.	L	M	Procedures in place for recording and monitoring Members Interests.	All meetings	Complaints about members	Councillors	L
11	Lack of maintenance of Council owned property	High cost of repair. Injury to third party leading to claims. Damage to property.	M	H	Regular routine maintenance. Insurance cover.	Weekly	Unexpected incident	Councillors	L

NEWTON-IN-THE-ISLE PARISH COUNCIL

GOVERNANCE AND MANAGEMENT RISK ASSESSMENT

	Risk	Impact	Likelihood	Severity	Control Action Internal Controls	Review Frequency	Alternative review Trigger/Internal Audit Assurance	Responsible Person	Final Rating
12	Damage to third party, property or individual due to Service or Amenity provided	Claim against Council.	L	L	Public Liability Insurance. Regular checks of facilities. Ensure all amenities/ facilities are maintained to appropriate levels.	As required	As reported. Review of Insurance Cover. Review of adequacy of insurance cover provided	Council	L
13	Loss of cash through fraud or dishonesty	Reduction in available funds.	L	H	Clear financial procedures. Adequate insurance cover.	Annually	On a Loss. Review Insurance Cover (fidelity guarantee).	Clerk	L
14	Inadequacy of Precept. Ensuring the adequacy of the annual precept is within sound budgeting arrangements	Lack of confidence in Council. Inability to carry out functions. Insufficient funds for contingencies	L	M	Regular in-year budget progress reports	Every meeting	Unexpected event i.e. flooding	Clerk	L

Adopted May 2026

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

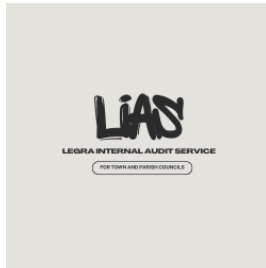
SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).



26th April 2026

Helen Symmons,
Legra Internal Audit

LegraIAS@outlook.com

2025/26 Interim Internal Audit Report for Newton-in-the-Isle Parish Council

BASIS OF REPORT

This Internal Audit Report is based on the Practitioners' Guide 2025: Governance and Accountability for Smaller Authorities in England.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls, as outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit aims to support improvement in those processes.

This report should be made available to all Members to support and inform their consideration of the Council's approval of the Annual Governance Statement.

By applying the principles of internal auditing, as set out in the Accounts and Audit Regulations, and following the approach to internal audit testing outlined above, every effort has been made to ensure that the audit has been conducted with due professional care, integrity, and independence. All conclusions are based on objective and traceable evidence.

It is important to note that internal audit should not be viewed as a detailed inspection of all records and transactions to detect error or fraud. Smaller authorities are required under the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of risk management, control, and governance processes.

Internal audit is therefore a periodic, independent review of a Council's internal controls, resulting in an assurance report designed to improve effectiveness and efficiency. Responsibility for day-to-day internal controls rests with the Council's staff and Members, not the internal auditor.

As Internal Auditor, I confirm that I am independent of the Council's financial management and internal control processes and have no conflicts of interest.

AUDIT REPORT

I reviewed the documents provided and met with the Parish Clerk on 23rd April 2026.

The Precept for the year 25/26 was set at £26,000.

AUDIT POINT	AUDIT FINDINGS	RECOMMENDATIONS & ACTIONS
A. Appropriate accounting records properly kept throughout the financial year		
Bookkeeping Arrangements	<ul style="list-style-type: none"> • <i>Appropriate accounting records are maintained and kept up to date. The Council operates on a Receipts & Payments basis.</i> • <i>The Council uses a spreadsheet for their accounting system and this is being utilised appropriately.</i> • <i>Council minutes are up to date and are signed and dated.</i> 	In accordance with legislation, agendas issued to Councillors formally summon them to attend meetings. The version published on the website is appropriately adapted to invite members of the press and public
B. Financial Regulations complied with, payments supported by invoices, expenditure approved, VAT appropriately accounted for		
Document reviews, review of internal controls and decision making.	<ul style="list-style-type: none"> • <i>Standing Orders and Financial Regulations were reviewed during the year and are based on the relevant model documents applicable at the time. These are appropriately published on the Council's website.</i> • <i>No contracts during the year required formal advertisement under procurement legislation.</i> • <i>The Council adheres to its Standing Orders and Financial Regulations in relation to procurement.</i> • <i>A sample of payments was tested and confirmed to be supported by appropriate invoices, with all expenditure properly approved.</i> • <i>Invoices are verified and certified in accordance with Financial Regulations.</i> • <i>Payment authorisation and banking arrangements are appropriate and in line with Financial Regulations.</i> • <i>VAT is correctly accounted for and reclaimed annually.</i> • <i>Effective controls are in place for processing payments.</i> • <i>The limit on the debit card is reasonable and security acceptable.</i> 	

C. Risk management & Insurance assessed and reviewed and adequate		
Review of internal controls	<ul style="list-style-type: none"> • <i>The Council undertook a review of risk during the year, with the risk assessment published alongside the agenda.</i> • <i>Insurance arrangements were reviewed in advance of renewal. Fidelity cover is currently £250,000 and is sufficiently adequate.</i> • <i>Appropriate arrangements are in place for managing operational risk but there is no evidence of this being undertaken.</i> • <i>The Council has undertaken a rebuild revaluation in 2025 for the Village Hall</i> 	<p>It is recommended that a residual risk column (post-control risk score) is included within the risk register to enhance transparency and ongoing monitoring.</p> <p>Documented evidence of managing operational risk should be maintained to demonstrate compliance and protect the Council.</p>
D. Budget, Precept and Reserves have adequate processes, progress monitored and appropriate		
Review of internal controls, monitoring and decision making	<ul style="list-style-type: none"> • <i>An annual budget was prepared and approved prior to setting the precept.</i> • <i>Budget monitoring during 2024/25 was evidenced in the minutes.</i> • <i>The Council reviewed its reserves during the year and plans to do so again in May 2026.</i> 	<p>It is recommended that the approved budget and precept demand are published on the Council's website to improve transparency for residents.</p> <p>The precept for 2026/27 is £41,000</p> <p>It is recommended that Council formally adopts a Reserves Policy.</p>
E. Income fully received, properly recorded, banked and VAT accounted for		
Review of internal controls, banking and VAT accounting	<ul style="list-style-type: none"> • <i>The precept received in 2025/26 agreed to the precept demand.</i> • <i>VAT is properly accounted for and claims submitted.</i> • <i>All fees are reviewed annually.</i> • <i>Income was received as expected.</i> • <i>Appropriate tenancy agreements are in place.</i> 	
F. Petty Cash supported by receipts, approved and VAT accounted for		
Review of internal controls, decision making and VAT accounting	<i>A Petty cash system is not operated by the Council.</i>	

G. Payroll paid in accordance with approvals and PAYE and NI properly applied		
Review of process, internal controls and decision making	<ul style="list-style-type: none"> • <i>An appropriate contract of employment is in place.</i> • <i>The Council is registered with HMRC as an employer.</i> • <i>The Council is registered with the Pension Regulator and staff automatically enrolled for a pension when applicable.</i> • <i>Salaries were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.</i> • <i>Training to implement an appraisal system for staff is scheduled.</i> • <i>Councillors do not receive allowances.</i> 	
H. Assets, Investments and Loans complete, accurate and properly maintained		
Review of registers, policies and records	<i>The Council holds an asset register which is up to date and assets were inspected internally during the past year for risk.</i>	
I. Bank Reconciliations carried out properly during the year		
Review of internal controls	<i>The Clerk completes regular bank reconciliations which in accordance with Financial Regulations are presented to and approved by Council.</i>	
J. Accounting Statements prepared on correct basis, agreed to cash book, supported by audit trail		
Review of process	<ul style="list-style-type: none"> • <i>Appropriate accounting procedures are used and can be followed through from working papers to final documents.</i> • <i>End of year accounts were prepared on a Receipts & Payments basis.</i> • <i>Figures were checked to Council's records.</i> 	
K. Limited Assurance Review in 2024/25 - criteria met and correctly declared exempt		
Criteria review	<i>The Council did meet the criteria for exemption from a Limited Assurance Review.</i>	

L. Website publishes required information, is up to date and in accordance with relevant legislation		
Review of published information on website	<ul style="list-style-type: none"> • Neither the Local Government Transparency Code 2015 nor the Transparency Code for Smaller Authorities applied to the Council in 2025/26. • Three years of minutes & agendas are published to the Council website with agenda reports when applicable. • Five years of AGAR information is available on the website. • There are contact details for all Councillors on the website. • An ICO publication scheme is published to the website. 	
M. Exercise of Public Rights correctly provided for		
Review of 2024/25	<i>In 2024/25, the Council correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.</i>	
N. AGAR publication complied with		
Review of 2024/25	<i>The Parish Council complied with the publication requirements for the 2024/25 AGAR.</i>	
O. Digital and Data Compliancy to the laws, regulations & proper practices		
	<p><i>The Council has complied with relevant legal and best practice requirements relating to digital and data compliance:</i></p> <ul style="list-style-type: none"> • <i>The Council has a generic email address on the Council owned domain.</i> • <i>The Accessibility Statement on the Council's website indicates that it is WCAG 2.2AA compliant</i> • <i>A Data Protection Policy has been adopted and is reviewed annually.</i> • <i>There is an up to date IT policy.</i> 	It is recommended that a data audit be completed annually and presented at future internal audits.
P. Trust Funds – The Council met its responsibilities as a trustee		
Review if applicable	<i>Not applicable</i>	

Transparency Compliant		
PROCESS	FINDINGS	RECOMMENDATIONS & ACTIONS
1. Review of Internal Audit 2024/25 considered and actioned		
Good Practice	<i>The Internal Audit was reviewed by Council. There were matters requiring attention and these were undertaken.</i>	
2. External Audit recommendations 2024/25 considered and actioned		
Good Practice	<i>N/A for 2024/25 as the Council met the criteria for Exemption of a Limited Assurance Review.</i>	
3. Compliance with Transparency Code		
Good Practice / Legal conformity	<i>The Council does not have to strictly adhere to the Transparency Code and publish all elements.</i>	

Technical, Governance Observations and Further Recommendations:

The Council has an adequate storage system for both digital and hard copy documentation. The Council does need to adopt a Document Retention Policy though.

Conclusion

The Council continues to maintain a good standard of internal control. The recommendations included within this report are intended to further strengthen and enhance existing arrangements and do not detract from the positive work already undertaken.

I would like to thank the Parish Clerk for the timely provision of documentation and for his assistance which has ensured the smooth delivery of the audit.

This report should be formally noted at the next meeting of the Council and recorded in the minutes.

Should you require any further assistance or clarification, please do contact me.

Helen Symmons

Legra Internal Audit Service
Internal Auditor

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

This form is only for use by smaller authorities subject to a review and should not be published on your website

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation

Name of smaller authority: **Newton-in-the-Isle Parish Council**

County Area (local councils and parish meetings only): **Cambridgeshire**

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

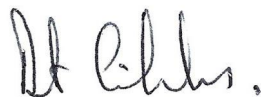
Commencing on **Wednesday 3 June 2026**

and ending on **Tuesday 14 July 2026**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2026 (i.e. Wednesday 1 July – Tuesday 14 July). The period should not commence before the approval of the AGAR.)

We have suggested the following dates: Wednesday 3 June – Tuesday 14 July 2026 The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026.)

Signed:



Role:

Clerk & RFO

Agenda Item No.	018/26(l)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	12 May 2026	
Report Title	Councillor Allowances	

1. Purpose of Report

To consider the payment of an annual allowance to the Chairman and Members of the Council.

2. Background

Parish Councils are permitted to pay an annual allowance to the Chairman and/or each qualifying Member of the Council. This payment is known as the Parish Basic Allowance and is separate from and additional to any approved expenses Councillors may incur in the performance of their duties, for which reimbursement is available.

The legislation regarding Councillor allowances is contained in Section 25 of The Local Authorities (Members' Allowances) (England) Regulations 2003, as follows:-

“Parish Basic Allowance

An authority may pay an allowance for each year (“parish basic allowance”) to its chairman only; or to each of its members, and the amount of that allowance payable to its chairman may differ from that payable to each other member of the authority, but otherwise that amount shall be the same for each such member.

Where an authority proposes to pay parish basic allowance, whether to its chairman only or to each of its members, it must have regard, in setting the level or levels of such allowances, to the recommendations which have been made in respect of it by a parish remuneration panel in accordance with regulation 28.

An authority shall, as soon as reasonably practical after setting the levels at which any parish basic allowance is to be paid and to whom, arrange for the publication in a conspicuous place or places in the area of the authority, for a period of at least 14 days, of a notice or notices containing the following information:

- (a) any recommendation in respect of parish basic allowance made by the parish remuneration panel;*
- (b) the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and*
- (c) a statement that in reaching the decision on the matters referred to in sub-paragraph (b) the authority has had regard to the recommendation of the parish remuneration panel.”*

The allowance is payable only to elected Councillors, whether elected by public vote or unopposed at an uncontested election. Co-opted Councillors are not entitled to receive the allowance.

Report Author	Dave Gibbs
----------------------	------------

Fenland District Council last appointed an independent remuneration panel in 2021 to consider the levels of allowances to be paid to District, Town and Parish Councillors. The report and recommendations of the Panel are attached.

The Panel recommended a basic allowance of £50 per annum and a Chairman's allowance of £100 per annum. Both allowances are index linked in line with the indexation of members' allowances at the District Council. The current allowance for District Councillors is £5,828 per annum, so the basic allowance would now be £58 and the Chairman's allowance £116, both subject to an anticipated increase of 3.3% in the coming months, adding an extra £2 and £4 respectively.

HMRC treats basic allowances as taxable income, so Councillors in receipt of these allowances must be added to the Council's PAYE scheme and tax and national insurance will be deducted at the appropriate rates.

3. Recommendations

- a) Members consider whether to adopt a Parish Basic Allowance for the 2026/27 financial year for the Chairman and/or the elected Members.
- b) If approved, Members determine the level of the allowance payable to the Chairman and to the elected Members, having regard to the recommendations of the Independent Remuneration Panel.



REPORT OF THE INDEPENDENT REMUNERATION PANEL
FOR
FENLAND PARISH AND TOWN COUNCILS

MAY 2021

Index

Introduction	Page 1
Terms of Reference	Page 2
Approach	Page 2
Arriving at the Recommendations	Page 2
Recommendations	Page 3

Report from the Parish and Town Councils Independent Remuneration Panel May 2021

1. Introduction

The Parish Remuneration Panel was convened by Fenland District as the 'Responsible Authority' so required by the 2003 Regulations:

The Local Authorities (Members Allowances) (England) Regulations 2003
Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Parish Allowances/ or Members of Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

2. Terms of Reference

The Panel was asked to consider and make recommendations to Parish Councils regarding:

- Basic Allowance
- Chair's Allowance
- Travel and Subsistence Allowance
- Indexation

The Parish Independent Remuneration Panel

The Parish Independent Remuneration Panel comprised of the same membership as the Independent Remuneration Panel which met on 08th and 13th April 2021 to review the allowances for Fenland District Council and the members of the panel are set out below:

The Panel comprised the following members:

- Amanda Orchard – Marketing Consultant, Magistrate - Chairperson of the IRP Panel.
- Gerard Dempsey - Business Consultant, Magistrate and former CEO of national business chains
- Nicky Blanning – Senior Manager, Cambridge University with extensive previous experience of IRP's.

The Panel met virtually via Microsoft Team's. The Panel meeting was held in private session.

3. Approach

All Parish and Town Councils were invited to provide views through a questionnaire and the opportunity to speak to the Panel in respect of the Parish Basic Allowance, the Chair's Allowance, Travel and Subsistence and Indexation. Fourteen Parish and Town Councils responded to the questionnaire, no Parish or Town Council met the Panel as part of the review. Currently no Parish Council's pay a basic allowance to their ordinary members however six confirmed they pay the Chairpersons under the Civic Dignitaries allowance within The Local Government Act 1972. No allowances are currently paid by any of the parish councils under a previous Parish Council Independent Remuneration Panel review.

The Panel thanks the fourteen Councils who responded to the questionnaire. The Panel also paid close attention to the Government Guidance.

4. Arriving at the Recommendations

The Panel was of the view that whilst parish councillors did not stand for office for any financial reward, an allowance could actively support someone in the councillor role and that it was essential to be able to attract parish councillors from a wide range of backgrounds. Councillors should also not be out of pocket for undertaking the role.

5. Recommendations

Basic Allowance

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Fenland District Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 1% of the Basic Allowance for Fenland District Council.

The recommended and subsequently agreed Basic Allowance for Fenland District Council for 2021/22 is £4,957; 1% of this is **£50**. This should only be paid to Members who are elected not those co-opted.

Chair's Allowance.

The Chair's allowance that can be recommended by the Parish Independent Remuneration Panel and can be for any amount up to 100 percent of the Basic Allowance paid by Fenland District Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance should be up to 2% of Fenland District Council's recommended Basic Allowance. The recommended Basic Allowance is £4,957; 2% of this is £100. The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

Travel and Subsistence.

The Panel recommended that travel and subsistence for Parish and Town Councils should be at the same rates paid to Fenland District Council Members. **The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) which is in line with the HMRC recommendations. Subsistence rates should be paid in line with Fenland District Councillors.**

Indexation of Allowances

The indexation of the allowances paid to Members of the parish and town councils should be in line with the indexation applied to Members Allowances at Fenland District Council, namely linked to staff salary increases of Fenland District Council employees.

Withdrawal of Allowances

The Panel recommends that where a member is suspended or partially suspended, all or part of their allowance should be withheld. This would also apply to Travel and Subsistence allowances.

Forgoing Allowances

A parish/town councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer of the parish/town council.

Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more local newspapers.”

Publication

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish Councillors and the public.

Implementation

The Panel recommends the changes to the Basic Allowance and Chair’s Allowance should be implemented from May 2021.

**Amanda Orchard
Chair of the Independent Remuneration Panel
May 2021**

Newton-in-the-Isle Parish Council

Receipts & Payments Summary as at 30.4.26

Income	Year to Date		Budget	%	
FDC Precept	£	20,500.00	£	41,000.00	50.00
FDC Concurrent Functions Grant	£	-	£	1,968.00	0.00
Allotment Rents	£	100.00	£	602.76	16.59
Village Hall	£	-	£	1.00	0.00
Grants	£	-	£	-	0.00
Donations	£	-	£	-	0.00
Bank Interest	£	-	£	360.00	0.00
VAT Refunds	£	-	£	2,203.86	0.00
Miscellaneous	£	-	£	-	0.00
Total Income	£	20,600.00	£	46,135.62	44.65

Expenditure

Clerk's Salary	£	177.24	£	6,400.00	2.77
Fees	£	-	£	522.00	0.00
Subscriptions	£	-	£	550.00	0.00
Admin Expenses	£	0.35	£	750.00	0.05
Insurance	£	-	£	685.00	0.00
Drainage Rates	£	-	£	60.00	0.00
Playing Field	£	-	£	24,867.00	0.00
Highways	£	-	£	1,000.00	0.00
Street Lights	£	-	£	6,500.00	0.00
Section 137 Payments	£	-	£	-	0.00
LHI Projects	£	-	£	8,000.00	0.00
Recoverable VAT	£	-	£	3,500.00	0.00
Total Expenditure	£	177.59	£	52,834.00	0.34

Summary

Total Income	£	20,600.00	£	46,135.62
LESS Total Expenditure	£	177.59	£	52,834.00
Net Surplus or Deficit	£	20,422.41	-£	6,698.38

Balance Sheet

Balance B/fwd	£	33,258.62
Surplus or Deficit	£	20,422.41
Balance C/fwd	£	53,681.03

Represented by

Barclays Community Account	£	890.58
Barclays Business Premium Account	£	52,790.45
Cash / Cheques	£	-
	£	53,681.03



Alcohol Public Spaces Protection Order Renewal 2026

Introduction:

In October 2017, a Public Spaces Protection Order (PSPO) was introduced in parts of Wisbech to help address anti-social behaviour linked to street drinking and alcohol consumption. As required by law, the Order has since been reviewed and extended for further three-year periods in 2020 and 2023.

The PSPO restricts alcohol in two ways:

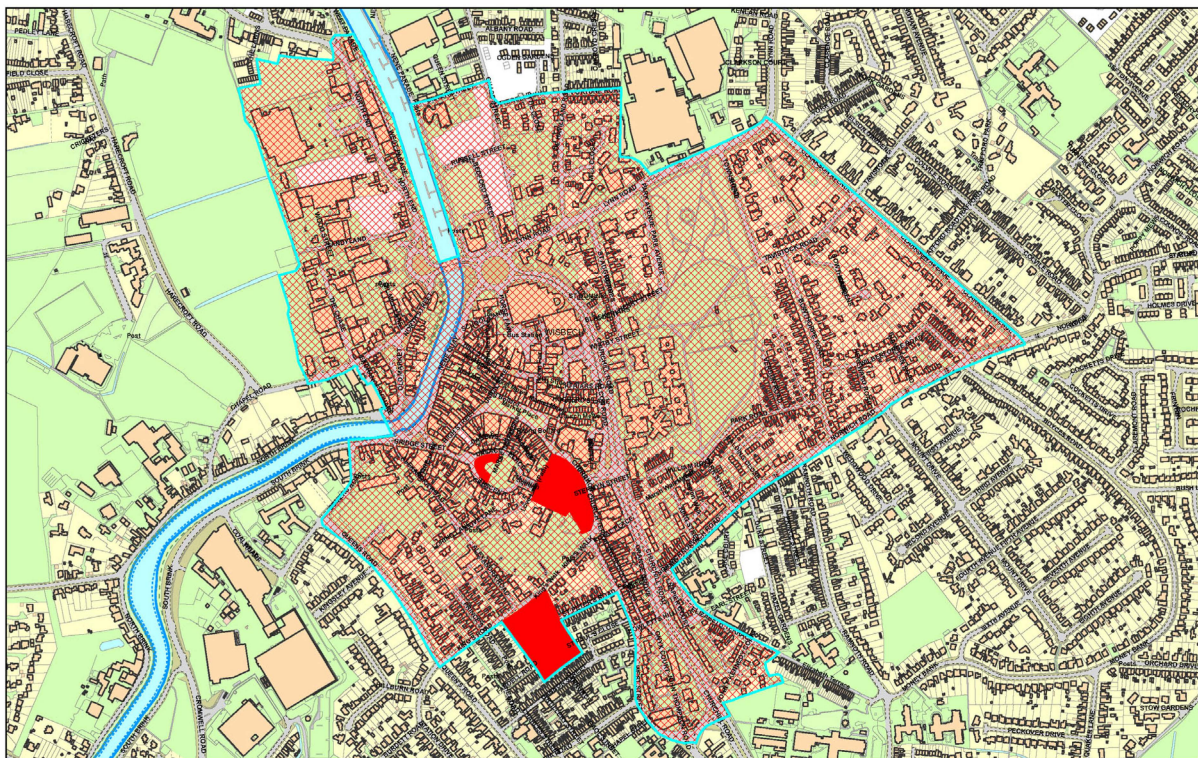
In three specific locations (Gardens of St Peter and Paul Church, Tillery Field, and the Memorial Garden in The Crescent), where possessing an open container of alcohol is not allowed (shown in solid red on the map). Across a wider area of Wisbech, where people must stop drinking alcohol and surrender it when required to do so by an authorised person (shown in the shaded red area on the map).

Read more about the order and view detailed maps on the [Wisbech PSPO page](#).

We are now carrying out the next scheduled review and want to understand the community's views on the PSPO to help the Council decide whether the order should be extended.

The map below highlights the areas in Wisbech where the Order is in place. Some of the questions relate directly to this map, so please refer to it when completing the survey.

Please note: This survey does not automatically collect any personal data, such as your email address, and you are not required to provide any information that could identify you or anyone else. Some questions include open-ended text boxes; please avoid entering any details that could identify anyone. All responses will be reviewed, and any information we consider to be personal data will be removed. We will not publish anything that could identify you. If you have any questions, please contact: foi@fenland.gov.uk



Created on: 06/10/2017
© Crown Copyright and database rights 2017 Ordnance Survey 10023778



Proposed Public Spaces Protection Order Communications Map

Scale = 1:0

