

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Dave Gibbs, 358 High Road, Newton in the Isle, PE13 5HS
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Minutes of the Annual Meeting of Newton-in-the-Isle Parish Council held in the Village Hall on Tuesday 10th May 2022

Present - Cllr S Clark, Cllr D Freeman, Cllr R Moore (in the Chair), Cllr G Wilkinson, Cllr S King (CCC), D Gibbs (Clerk)

001/22 Apologies for Absence

Apologies were received and accepted from Cllr R Bradley, Cllr E Jones, Cllr D Nunn, and Cllrs M Humphrey and C Seaton (FDC)

002/22 Chairman's Announcements

None.

003/22 Public Forum

No members of the public were present.

004/22 Annual Meeting of the Parish Council

- a) Election of Chair - Cllr Nunn was nominated by Cllr Moore, seconded by Cllr Clark and duly elected. Members resolved to allow him to sign his declaration at a later date.
- b) Election of Vice Chair - Cllr Moore was nominated by Cllr Clark, seconded by Cllr Freeman and duly elected. Members resolved to allow him to sign his declaration of acceptance at the end of the meeting.
- c) Planning Committee - Members reviewed and readopted the terms of reference and membership of the Planning Committee.
- d) Standing Orders and Financial Regulations - The Clerk confirmed that the Council has adopted the current versions of the NALC model documents. Members resolved to readopt both documents.
- e) Insurance - The Clerk confirmed that the Council carries insurance cover for all known risks arranged with Zurich Municipal with renewal due on 1 June.
- f) Subscriptions to other bodies - The Clerk reminded members that they currently have subscriptions to the Cambridgeshire and Peterborough Association of Local Councils and to Cambridgeshire ACRE. Members resolved to continue with both subscriptions.
- g) Register of assets - The register has been updated to include recent purchases and the total value of assets now stands at £128,192
- h) Appointment of Internal Auditor - Members resolved to reappoint Stuart Pollard of Auditing Solutions Ltd as the internal auditor for the 2022/23 financial year.

- i) Meeting dates - Members agreed to meet on the second Tuesday of alternate months, namely 12 July, 13 September, 8 November, 10 January 2023, 14 March and 9 May.

005/22 Minutes of the Previous Meeting

RESOLVED - that the minutes of the meeting held on Tuesday 8th March 2022 be agreed and signed as a true and accurate record.

006/22 County and District Councillors Reports

County - Cllr King reported that the County Council has allocated additional funding for the creation of 20mph zones where residents support them. A working group has been established to review the entire LHI process, as requested by some councils. Lines have been repainted at the High Road, Fen Road, Mill Lane junction and Fitton End Road junctions with Roman Bank and Mill Lane will be repainted shortly. Potholes in Mill Lane will be repaired shortly. The large trees outside Common Cottages belong to neighbouring landowners who are being contacted to remind them of their responsibilities. The signage at the Fitton End Road, Goredike Bank, Black Dike, Gote Lane junction will be renewed in the current financial year. All drains in the village will be cleaned within three months as part of the cyclical cleaning programme. An estimate has been requested for the installation of new kerbs and beany blocks outside bungalows on the High Road.

District - Cllr Seaton submitted a written report, in which he reminded members of the forthcoming deadline for submissions to the Boundary Commission review.

007/22 Police Matters

The Clerk reported that no further meetings had taken place. The next meeting is scheduled for 20 May. Inspector Andy Morris had attended the Annual Parish Meeting and spoken about some of the current issues and challenges in local policing.

008/22 Clerk's Report

The Clerk reported on meetings attended and correspondence received. Fen Road is included in the next resurfacing works programme. The County Council has launched a Transport Strategy Stakeholder Engagement survey until 19 June. The consultation on the Fenland Electoral Review of ward boundaries runs until 6 June. The Police and Crime Commissioner has a Virtual Round Table on 27 June. Cambridgeshire Crimestoppers is appealing for volunteers to set up local groups.

009/22 Members' and Residents' Issues

- a) Abandoned vehicle in Colvile Road - no further progress.
- b) Accumulation of scrap in Colvile Road - no further progress.
- c) Dangerous path surface at St James Close - no further progress.
- d) Deliberate fires - the Clerk reported that someone is lighting fires in bins around the village, igniting straw bales in field entrances and burning notices on the board in the church porch. Cambridgeshire Fire and Rescue and the Police are investigating.

010/22 Queen Elizabeth II Playing Field

- a) Wildflower meadow - Members asked the Clerk to obtain a quote for the removal and reseedling of the wildflower meadow with grass seed.
- b) Tree works - Cllr Moore reported that he had received a quote for £920 for the removal of the dead trees near the southern entrance to the Playing Field and the thinning of the closely-planted groups of young trees, as recommended by the report from Jenny Windsor.
- c) RoSPA Playsafety inspection - Members discussed the outstanding recommendations and resolved to seek a quote from a contractor to complete them.
- d) BMX track - The Clerk reported that he and Cllr Bradley hoped to complete the works shortly.
- e) Memorial arboretum - Cllr Wilkinson reported that he has received applications for a further two trees in the next planting season.
- f) Gate springs - Awaiting further clarification and a quote from the contractor.
- g) Dogs - Cllr Wilkinson reported that he has purchased appropriate signage and will erect it shortly.
- h) Maintenance contract - Members asked the Clerk to arrange a site meeting with the contractor to discuss additional elements to be added to the contract. A formal contract can then be drafted.

011/22 Highways

- a) Privately Funded Highway Improvement (PFHI) application - The technical drawings for the PFHI schemes at each end of the village have been prepared. Members approved the plans.
- b) Local Highway Improvement (LHI) application - The application for Chapel Lane was approved. Further discussions will take place in the coming months. The Clerk will discuss the overlap between the PFHI and LHI applications with the Highways Project Team.
- c) National cycle route signage - no further update.
- d) Overhanging trees, shrubs and accumulated debris in St James' Close - The Clerk reported that the Police and Crime Commissioner has announced that the Community Payback teams are restarting community projects. An application will be submitted for this project.
- e) Trees over bench on the High Road - As Cllr King reported, these trees are privately owned.
- f) Byway maintenance and winter closures - In Cllr Bradley's absence, this item was deferred to the next meeting.
- g) Speed monitoring - No further data is available. Data for Church Lane will be reported at the next meeting.

012/22 Establishment of Committees

Members considered the draft terms of reference prepared by the Clerk for two committees and resolved as follows:-

- a) Amenities committee - To adopt the draft terms of reference for the committee after removing street lighting and speed monitoring devices and to appoint Cllrs Freeman, Moore, Nunn and Wilkinson as members for the current year. Members requested further discussion of the budget and spending delegation to this committee.
- b) Highways committee - To adopt the draft terms of reference for the committee with the addition of street lighting and speed monitoring devices and to appoint Cllrs Bradley, Clark, Jones and Nunn as members for the current year.

013/22 Strategic Planning and Administration

- a) Effective communication with residents - Cllr Clark reported that she has started a Facebook page, which could be used to advertise meetings and events.
- b) The Annual Parish Meeting - The meeting was successful and has generated positive feedback. Members noted a missed opportunity to encourage those present to volunteer their support for village projects.
- c) A parish plan - Members discussed the possibility of updating the parish plan. Further discussion will follow.

014/22 Finance

- a) Members approved the internal accounts for the 2021/22 financial year.
- b) Members reviewed and approved the Governance and Management Risk Assessment.
- c) Members approved the internal audit report. Three minor procedural matters were highlighted, each of which was already being addressed.
- d) Members reviewed and approved the Annual Governance Statement 2021/22 and authorised the Chairman to sign it.
- e) Members reviewed and approved the Accounting Statement 2021/22 and authorised the Chairman to sign it.
- f) Members reviewed and approved the Certificate of Exemption for 2021/22 and authorised the Chairman to sign it.
- g) Members resolved that the period for the exercise of public rights be from Monday 13 June to Friday 22 July.
- h) The discussion of the annual report to residents was deferred to the July meeting.
- i) The Clerk presented an updated financial statement as at the end of April, showing income of £5,000.00 and no expenditure, with total funds held of £43,309.73.
- j) Members noted the following sum received:

Fenland District Council (precept)

£ 5,000.00

k) Members approved the following payments:

100722	<i>D A Gibbs (salary April and May)</i>	£ 843.60
100723	<i>The Information Commissioner (registration fee)</i>	£ 40.00
100724	<i>Zurich Municipal (insurance)</i>	£ 708.06
100725	<i>Playsafety Ltd (playground inspection)</i>	£ 105.00
100726	<i>Auditing Solutions Ltd</i>	<u>£ 60.00</u>
		£ 1,756.66

l) Members authorised the signing of direct debit mandates for the following liabilities:-

- Information Commissioner (annual fee)
- North Level District Internal Drainage Board

m) Members considered a request for funding under Section 137 of the Local Government Act 1972 from Citizens Advice Rural Cambs. They resolved to contribute £50.

015/22 Date of Next Meeting

The next meeting will take place on Tuesday 12 July.