

NEWTON IN THE ISLE

PARISH COUNCIL

Clerk: Pat Wilkinson 24 Fen Road Newton in the Isle PE13 5HT Tel: 01945 870271
Email: parishclerk@newtonintheisle.org.uk

To all Councillors:

You are hereby summoned to attend a meeting of the Newton in the Isle Parish Council to be held on Monday 15th January 2018 at 7pm in the Village Hall for the purpose of transacting the following business.

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

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|------|----|--|
| 7.00 | 1. | Apologies |
| 7.10 | 2 | Public Forum (10 minutes) |
| 7.20 | 3. | Chairman's Announcements
a) Councillor attendances |
| 7.30 | 4 | Minutes of previous meeting
a) Approve minutes previous meeting
b) Matters arising |
| | 5. | County and District Councillors Reports |
| | 6 | Police Matters
Sent from Helen Norton-Smith |
| 7.45 | 7. | Reports for information previously circulated
a) Highways/ LHI Bid – Cllr Clark/Cllr Gibbs
b) School Site – Cllr Gibbs
c) Village Hall - Cllr Gibbs
d) Correspondence – Clerk
e) Planning Sub-Committee – Clerk |
| 8.00 | 8. | Finance
a) Approval of payments/ account status
b) Discussion on Donations. (section 137)
c) Precept and Budget 2018 Discussion and approval |
| 8.15 | 9. | Items for Decisions
a) Allotment vacancies/ Policy (way ahead)
b) Play equipment inspection report – Cllr Sloan
c) Cllr to check play equipment for Jan/Feb
d) Freedom of Information/Data Protection/Publication Policy |

- 8.30 10. Any Other Business
 a) Arrange visit from Planning Officer.
- 8.40 11. Confirmation of change of date and time of next meeting
 including Annual Parish Assembly 7pm, March 5th to 12th 2018

NEWTON IN THE ISLE

PARISH COUNCIL

Minutes of Parish Council held on Monday 6th November 2017 at 7.00pm in the village hall.

Present

Cllr's D Gibbs, J Hoyles, R Moore, R Sloan, S Clarke, Cllr S King (CCC), C Seaton (FDC) and P Wilkinson (Clerk). Also attending Cllr R Mallett (Chairman Tydd St Giles PC)

31/17 Apologies - Cllr D Smith

32/17 Public Forum – No questions raised

33/17 Chairman's Announcement

The Chair welcomed Cllr R Mallett to the meeting. Chair to attend Remembrance Service at the church at 9am on Sunday 12th November and invited all Councillors to participate. He also reminded Cllrs of the ACRE Conference taking place at Burges Hall St Ives on November 17th at 9 00 am. Including a number of interesting workshops

34/17 Minutes of the previous meeting - Were approved and signed as a true reflection. Two planning meetings were also held on 27th September and 18th October these minutes were also accepted as a true record and signed.

34a. Matters arising – no matters arising

35/17 Police matters

Hare coursing had been reported in the area and fly tipping with over 80 tyres dumped in Fen Road. The Chair suggested that we may have more interest in gaining volunteers for Speed Watch if the members could participate by exchanging roles with a neighbouring village, however we still required a Coordinator. An alternative speed monitoring device was now available tracking speed, the data then downloaded and sent to the police, however the cost was £2,500. signage would also be required notifying the public of the scheme This may be considered at a future date as part of an LHI Bid.

36./17 Reports from District and County Councillors concerning the Parish

Cllr Seaton (FDC) stated that the FDC budget for 2018/19 was due to be set shortly. He or his officers could be contacted to assist with any issues.

Cllr King (CCC) asked that the Wisbech Access Strategy Consultation be circulated 'Have your say on Wisbech Transport Schemes', three consultation events were open to members of the public with more information about the Wisbech Access Strategy. The events would be held on:

- Monday, November 6, Walsoken Village Hall, 10.30am to 1pm and 3pm to 7pm.
- Friday, November 17, Wisbech Market Place, 9am to 12noon.
- Friday, November 17, Tesco Extra (Cromwell Road, 3pm to 7pm.

Following accidents on the Sutton Road residents were to hold a meeting in Leverington Village hall.

37/17 Reports

- a) *Highways* – Cllr Clark stated that the LHI Bid was completed and submitted, discussion of our scheme was expected between November and January 2018, more details at the next meeting. £1200 was suggested as the council's contribution towards the LHI Bid. Land relating to LHI Bid was proved not to be registered to the adjoining property following Land Registry search for verification. North Level Drainage had given permission and would complete required work.
- i) *Resolved to approve the contribution of £1200 towards the LHI Bid for 2018. All Councillors approved payment if bid successful*

Fly tipping has created a problem in Fen Road with eighty three tyres being discarded in the dykes. FDC would remove the tyres when extracted from the dykes. Some repairs had been completed along the High Road, Highways were satisfied with criteria intervention. Stating that any further work would have to be undertaken at a cost to the Parish Council. Catlings Lane repaired and hedge at junction Fen Road/Mill Lane still unresolved.

Following an accident on the Sutton Road traffic had been diverted along Chapel Lane. The Council would write to the Police Commissioner as this road was not suitable for heavy vehicles and some damage was caused. Diversions should be made via Little Ramper. New signage was also required to replace a damaged 'No heavy vehicle access' sign.

b) *Old School site*- nothing further to report. A full community consultation would take place before any decisions were confirmed.

c) *Village Hall* – Report circulated (enclosed). Cllr Gibbs stated nineteen events booked, the Sunday lunch was successful, with fifty-two booked for a Christmas lunch. AGM on Tuesday 14th November at 7pm. Help had been offered as booking secretary, this was to be confirmed.

d) *Rights of Way* – Cllr Moore visited a number of paths in the parish and hoped to visit the remainder within the near future. There had been no issues raised.

e) *Playing Field* - Roundabout was now in full working order, letters of appreciation had been sent to Doug Fullbrook and Kevin Welbourn for replacing the bearing.

f) *Correspondence*- clerk previously circulated a number of emails (see report). Letters also received from two allotment holders wishing to relinquish their allotments from October 1st 2018. Allotments to be discussed as an agenda item at the next meeting.

CCC Highways had received a concern from a resident requesting the installation of a footpath from the 156 High Road to corner of Rectory Road. Cllr Clark would contact a local landowner this would be discussed further following outcome.

g) *Residents Issues*- A resident expressed concerns of foul water drainage backing up in their garden. The council would contact Roddens for further investigation.

h.) *Planning* - Two applications

Ref: F/YR17/0872/F - Erection of 2-storey 3-bed dwelling with detached garage/store and siting of a temporary caravan during construction at Land East of Charity Farmhouse Goredike Bank Gorefield Cambridgeshire PE13 4NH

Ref: (F/YR17/0932/F - Land West of Brereton House Fitton End Road Newton-In-The-Isle Cambridgeshire) Planning Application for erection of up to 2no. dwellings (outline application with matters committed in respect of access only) involving demolition of existing outbuildings at Land West

38/17 Finance

a) Approval of accounts for payment

FDC Dog Bins £510 already paid approved at Planning meeting cheque no 100578

Village Hall hire PC meeting 4th September £20, cheque number 100579

LGS Services Payroll Services £33.00+ vat £6.60 Total £39.60 April to September, cheque number 100580

T A Blackmore - Grounds Maintenance £1190 + vat £238 Total £1428.00, cheque number 100582

Clerks salary and admin expenses including printing annual financial report

Total of £634.39, cheque number 100583

Donation of £25 Royal British Legion wreath cheque number 100584

Land registry search, £19. Cheque number 100585

Total expenses £2675.99

ii) *Resolved to approve seven cheques total amounting to £2675.99 . All councillors approved payments.*

Income

Allotments £224.64

½ year Precept – £5250.00

½ year CTSG – £243.50 Total £5718.14

Community account £9691.12 after payments

Business Saver or Reserve account £5193.31 including the £3500 for the remaining Cat 2 lighting1.

39/17. Discuss items for decisions

a) Draft budget for 2018/19

Copies of a draft budget at the present level for 2018/19 were circulate, carry forward to 2018 was expected to be around £3000 including a transfer of £1000 into the Reserve account

Further expenses next year would include increased lighting costs for maintenance and a reduction in CTSG (Council Tax Support Grant) from £487 to £243.

Concurrent Grant expected to remain the same next year at £1280, to be confirmed.

The Precept and budget would be discussed and finalised at the January meeting as an agenda item.

b) *Play Equipment inspection* – Cllr Gibbs reported graffiti on equipment, during the holiday period, this had been removed. the matting at edge of roundabout needed attention. Play equipment company to be approached.

c) *Monitor play equipment* - Cllr R Sloan agreed to monitor play equipment for November/ December.

d) *Allotments* to be discussed as an agenda item in January 2018

e) *Emergency Plan* - Cllr Moore to work with Cllr Gibbs to continue with Plan, there may be some financial impact. A gritter for pathways along with grit and safety equipment was available, Cllr Moore recommended we take up the offer, Cllr Gibbs and Moore to pursue offer and report back at next meeting.

f) *Woadman Arms* - Chairman stated that the Landlady Wendy Johnson would not be able to continue due to ill-health. It is hoped that a way would be found to keep the public house open, a letter had been sent to the company requesting information on future plans, Closure may be a possibility at the end of November. It is hoped to have further information for the next meeting. Some form of appreciation for the length of time Wendy and her family have been tenants would also be discussed at that time

40/17. Date and time of next meeting – Monday 15th January 2018

NEWTON IN THE ISLE

PARISH COUNCIL

Minutes of the Parish Council Planning meeting held on Thursday 28th December at 7pm 2017 in the village hall

Present

Cllr's J Hoyles (Chair), D Smith, R Sloan, R Moore and P Wilkinson (Clerk).

Apologies

Cllr D Gibbs.

Planning Applications

Two planning applications received for discussion.

Ref: F/YR17/1167/0, Erection of a dwelling (outline application with all matters reserved) at Land South of Churchill Lodge Roman Bank Newton-In-The-Isle Cambridgeshire. Previous planning application submitted and refused by Fenland District Council although this was approved by the Parish Council, Following discussion the planning application was agreed by Councillors. Clerk to submit their approval on this application.

Ref; F/YR17/1196/0. An application for the erection of up to 3 x dwellings involving the formation of a new access (Outline with matters committed in respect of access) at Land East of Fra Jen Fitton End Road Newton-In-The-Isle Cambridgeshire. A Councillor raised a query as to whether more infill should be encouraged within the village limits. The Councillors agreed to approve the planning application. It was also suggested that a Planning Officer from Fenland District Council should be invited to our Council meeting to explain how planning applications are dealt with.

Meeting closed at 7.10pm

NEWTON PARISH COUNCIL

POLICE MONTHLY UPDATE - NOVEMBER 2017

Dear Councillors,

Please find the Police update for November

You can contact the Wisbech Neighbourhood Policing Team on :-

Wisbech.NPT@cambs.pnn.police.uk

However crimes cannot be reported via this media, crimes and incidents must be reported using 101 non emergency or 999 in an emergency.

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We are currently liaising with Fenland District Council to arrange some Community Contact Points within the north rural villages of Wisbech. If you are interested in holding a community contact event in your village, please let me know, and we can make arrangements. Meanwhile, if you would like to have your say about issues happening in your village, surveys can be completed online at:

<https://www.surveymonkey.co.uk/r/WisbechCommunitySafety>. Results from these surveys will be used to identify the local policing priority for the following 6 months.

PCSO's continue to visit schools on a regular basis, and continue to address parking issues. Several parking tickets have been issued as parents continue to park outside of some of the schools causing obstructions. Patrols will continue to combat this problem.

We are still looking for volunteers for Speed Watch. If you are interested, or have 3 or 4 volunteers, please let me know.

CRIMES IN THE NEWTON AREA OCTOBER 2017

1 x criminal damage to motor vehicle

Crime statistics can also be found on the following websites:-

www.cambs.police.uk/help/crimemaps/

www.ukcrimestats.com/Police_Force/Cambridgeshire_Constabulary

GENERAL CONCERNS

There have been several shed burglaries in some of the rural villages of Wisbech during November. Lawn mowers and power tools are some of the items which have been taken.

Heating oil thefts remains to be a problem, and there have been several reports over the last few months, especially as the weather is turning colder.

Hare coursing continues in the rural areas, and there have been numerous reports during November.

Please ensure that all crimes are reported to the Police by calling 101, or 999 in an emergency. Non-emergency crimes can also be reported online via the Cambridgeshire Police web site. We encourage the reporting of all crimes, as it helps to identify the areas of criminality, and we can then determine which areas would benefit from additional Police patrols.

Kind regards

Helen Norton-Smith

PCSO 7160

Wisbech NPT

NEWTON PARISH COUNCIL

POLICE MONTHLY UPDATE - DECEMBER 2017

Dear Councillors,

Please find the Police update for December

You can contact the Wisbech Neighbourhood Policing Team on :-

Wisbech.NPT@cambs.pnn.police.uk

However crimes cannot be reported via this media, crimes and incidents must be reported using 101 non emergency or 999 in an emergency.

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Happy New Year to you all. I hope you have all had an enjoyable Christmas, and a good start to the New Year. I apologise for the delay in sending out the Police Report for December, but I have only just returned to work following leave.

The December report is very brief, and normal reports will recommence for January 2018.

CRIMES REPORTED IN NEWTON IN THE ISLE DECEMBER 2017

1 X Criminal damage to a motor vehicle

Crime statistics can also be found on the following websites:-

www.cambs.police.uk/help/crimemaps/

www.ukcrimestats.com/Police_Force/Cambridgeshire_Constabulary

If you have any information about the above, or any other crime, please contact the police on 101, or 999 in the event of an emergency.

GENERAL CONCERNS

Hare coursing remains a problem in the rural areas, and there are several cases being reported each week.

Special constable Andy Thompson and I are hoping to recommence with speeding patrols in the rural villages during January and February 2018. If you have any specific areas where you are experiencing problems, please let me know, and we will aim to target those areas.

Kind regards

Helen Norton-Smith

PCSO 7160

Wisbech Police Station

Helen.norton-smith@cambs.pnn.police.uk

Agenda Item No.	7(a)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	15 th January 2018	
Report Title	Highways	

1. Purpose of Report

To update the Parish Council on Highways issues since the last meeting.

2. Key Issues

Highways faults reported since the last meeting:-

- Potholes – Catling’s Lane
- Blocked drain/flooding – Frajen, Fitton End Road
- Blocked drain/flooding – 345 High Road
- Blocked drain/flooding – Church Lane/Goodens Lane jcn
- Street light – 310 High Road

Forthcoming scheduled roadworks:-

- Mill Lane - **Error! Reference source not found.** – 8th to 10th January
- Fen Road – Anglian Water – 31st January to 2nd February

Local Highway Improvement bid 2018/19

There have been some teething problems with the new 2-stage process for assessing next year’s bids, but all now appears in order. The addition of the cost of Highways Officer time in supporting the preparation of the final proposals and the inclusion of a contingency fund have increased costs and the Parish Council must now consider whether to offer an increased contribution to the works. The increased contribution covers the maximum anticipated cost of the project and may not be required, however if no additional funding is offered, the bid cannot proceed.

The Highways Officer’s initial assessment is attached, showing a maximum potential cost of £12,421.21. The maximum sum available under the LHI scheme is £10,000, so the sum required from the Parish Council has increased to £2,421.21, or 19.5% of the total. This is double the contribution originally agreed by the Parish Council and will have a bearing on the setting of the precept under item 9(c).

3. Recommendations

- (a) The Parish Council notes the faults reported and the planned roadworks.
- (b) When setting the budget for 2018/19, the Parish Council considers an increased contribution of up to £2,500 towards the LHI project.

Report Author	Cllr Dave Gibbs
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PROJECT FEASIBILITY SUMMARY

Local Highway Improvement (LHI) Initiative



Applicant	Newton Parish Council	Status	draft
Application Reference No	3195038	Version	2.0
Assigned Highways Officer	Kevin Moran	Approved by	AC
Location of proposal	High Road, Newton		
Streetview Link	https://www.google.co.uk/maps/@52.7092796,0.1256776,3a,72.2y,306.14h,83.2		
Highway Issue or Improvement	Lack of footway width		
Key Considerations	The footway works can not be completed without the drain culverting works. North Level Drainage Boards have estimated the infill works to be around £4000.		
Optimum Solution	The drain culverting works can be carried out as part of the LHI application subject to approval being given at the Fenland LHI Panel meeting in due course.		
Other options considered			
Supporting Documents			

TECHNICAL APPRAISAL OF PROPOSED SOLUTION

Road Safety Benefit and/or Issues	RAG
Risks to Delivery	RAG
Effectiveness	RAG
Maintenance Considerations	RAG
No issues	

ESTIMATED CONSTRUCTION & OTHER COSTS

Item	Estimated Cost
Staff Costs	£1,067.13
Labour	£3,320.00
Equipment	£1,200.00
Materials	£2,025.00
Traffic Management	£650.00
Legal Traffic Regulation Order (Includes 2 No. Newspaper Adverts)	£0.00
Culverting works	£4,000
10% Risk Contingency	£1,226.21
GRAND TOTAL	£12,421.21

Total Project Budget Required	£12,421.21	
Applicant Contribution	£2,421.00	19.5%
CCC Contribution applied for	£10,000.00	
Estimated duration of project	9-12 months	

Commencing 1st April 2018

Agenda Item No.	7(b)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	15 th January 2018	
Report Title	Former Colvile School Site	

1. Purpose of Report

To update members on recent developments regarding the future of the school site and to consider issues that have arisen since the last report.

2. Key Issues

The owner of the school site has appointed a developer to consider options for redevelopment proposals. The developer is not local and has no known links to this area.

During a recent visit to the site, the developer was approached by local residents who have asked for consideration to be given to the inclusion of a community-run village shop and Post Office. The developer is able to comply with this request, but will require confirmation that it has the necessary community support.

In the rear (south-east) corner of the site, a rectangular area of the former playground has been retained as part of the Playing Field. The developer has asked whether the Parish Council would be prepared to sell this plot in order to regularise the shape of the plot available for development. It is assumed that this plot is included within the designated area for the Fields in Trust protection, however this does not prevent a sale whereby the proceeds are re-invested into improvements to the Playing Field.

3. Recommendations

- a) The Council considers conducting further public consultation to establish whether there is support for a community-run village shop and Post Office on the former school site.
- b) The Council agrees to explore the possible sale of additional land to support the development of the former school site.

Report Author	Cllr Dave Gibbs
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Agenda Item No. 7b

Meeting Date January 15th 2018

Report Title Old School Site correspondence

To: Angela

Good afternoon,

Thank you for your time yesterday and information about the village it's very useful for us to hear what the local residents have to say and what is needed in the area.

Following your feedback I have recommended incorporating a village shop/post office in the plans for the site as I believe this will enhance the village and provide a much needed service.

It would be our intention for this to be a community run shop, I.e we would lease the shop to the village rent free and encourage it to be run by the local residents for mutual benefit.

Once's we have drawn up plans for the site I will let you know. Hopefully we can make a nice development to enhance the village and provide a service as well. Of course all subject to planning and getting the local council on side which is never easy.

Regards

Peter Terry

Agenda Item No.	7(£)	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	15 th January 2018	
Report Title	Village Hall	

1. Purpose of Report

To update the Parish Council regarding the management of the Village Hall.

2. Key Issues

The new Sunday Lunches in the Hall have proved to be both popular and profitable. Three of these events have now taken place, with a further two planned for February and March. Each one has attracted between 40 and 56 diners, created a memorable atmosphere and demonstrated the enormous potential of the Management Committee and its supporters.

Christmas, as always, was somewhat chaotic, but enjoyable too, with a Christmas Fair, a Christmas Dinner, a Children's Christmas Party and the Christmas Lights Switch-on each offering something different to suit all tastes.

Apart from the two further lunches mentioned above, the regular monthly Coffee Mornings and Afternoon Teas will continue throughout the year and there will be a Valentine's Quiz in February.

Geoff Wilkinson has accepted the challenge of the vacant role of Bookings Secretary and is getting to grips with the bookings system. His arrival coincided with the start of a weekly Watercolour Painting class run by a local tutor on behalf of the Workers Educational Association. Weekly bookings are very lucrative for the Hall and the Management Committee is currently promoting this class to ensure it is well supported. The search for a Minutes Secretary continues.

The culmination of all of this successful activity is that the Village Hall is on target to show an operating profit in 2017/18 for only the second time in the last ten years.

3. Recommendations

The Parish Council notes the report.

Report Author	Cllr Dave Gibbs
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Agenda Item No.	7d	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	January 15 th 2018	
Report Title	Clerk Report Information	

1. Purpose of Report

Update on Correspondence and Planning applications.

2. Key Issues

Correspondence

Emails

NALC newsletters

Rural Services Bulletins

Public Sector newsletters

Cambridgeshire Matters

Policing Precept Consultation regarding Precept work

Introducing the Cambridgeshire Local Council Development Plan 2017-2022

Temporary notice of road closures to traffic

Junction Mill Lane –08/1- 10/1 Carriageway reshaping and patching and 12/2- 14/2 (water supply)

Fen Road closure to Black Dyke 31/12 – 02/02 (Mains fitting Electrical)

FDC Business Plan Consultation questionnaire

Notification of Temporary Portfolio Holder Chris Seaton for Rural Affairs.

Fire Service Annual Report & Statement of Assurance 2016/17

Street lighting- survey to be taken on FDC lighting followed by PC owned lighting subject to agreements with individual PC. New arrangements hopefully by April 2018

Roundabout repair-wet pour resurfacing quote from Play Maintain, two options

Clerk has details at meeting.

Parish Precept form and letter of explanation

Planning Applications

Two planning applications received.

Ref: F/YR17/1167/0, Erection of a dwelling (outline application with all matters reserved) at Land South of Churchill Lodge Roman Bank Newton-In-The-Isle Cambridgeshire. Previous planning application submitted and refused by Fenland District Council although this was approved by the Parish Council,

Report Author	Pat Wilkinson Clerk
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Ref; F/YR17/1196/0. An application for the erection of up to 3 x dwellings involving the formation of a new access (Outline with matters committed in respect of access) at Land East of Fra Jen Fitton End Road Newton-In-The-Isle Cambridgeshire.

3. Recommendations

The Parish Council notes the report

Agenda Item No.	8 c	NEWTON IN THE ISLE PARISH COUNCIL
Meeting Date	January 15th 2018	
Report Title	Finance	

1. Purpose of Report

Update Councillors

2. Recommendations

An increase in the Precept needs to be considered due to extra expenditure placed onto the Parish Council regarding the annual maintenance of the street lighting. Actual cost per light as yet not confirmed but a possible £72 per light with 42 lights in the Parish will accrue an additional cost of £3000 in next year's budget
See enclose budget 2017/18 expected carry forward £4521

Taking into account expenses still to be submitted.

Part is for S137 donations (£1800) and £600 set aside for a further noticeboard as suggested in Village Plan, no further action taken. The £4521 carry forward could be reduced by a further sum and transferred into the Reserve account, however this would have some impact on the carry forward at the end of 2019/2020.

Reserves Account

Our Reserve Statement states that by end of March 2019 we should have a reserve of £6000 or 50% of Precept. At present £3500 is earmarked for Cat 2 lighting, leaving £1693.31 of the £5193.31 in the Reserve account with a further £1000 to be transferred from our Community account if approved, at the end of this year (March 31st 2018 this has been allocated in the budget)) giving a total of £2693.31. or including the Cat 2 reserve, £6193.31 .For the 2018/19 budgeting a further allocation if agreed of £1000 would still leave us short of the target of £6000

The draft budget to determine the Precept for next year with a present Precept of £10,500 shows an expected carry forward to 2019/2020 of £614

Were an increase of the Precept this year be considered to £13000 an expected carry forward for 2019/2020 would be £3114. We also have to consider that in 2019/2020 the Council Tax Support Grant (CTSG) will be withdrawn and the Concurrent Grant's allocation may change..

Please consider any expenses I have not included for discussion at the meeting, or any queries.

Report Author	Pat Wilkinson Clerk
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DRAFT BUDGET 2018

	April - March 2019			
	Expenses		Income	
Carryforward			4521	
Precept			13000	2500
Council tax support Grant			243	
Concurrent Grant			1280	
Peppercorn rent			1	
Donations	1200			
allotments			432	
Drainage Board				
LHI Bid	39			
Insurance	2400			
Auditors	645.9			
Play Equip annual check	265			
Play equip Maintenance	100			
Play equip Maintenance	400			
CAPALC membership	256			
Street lighting upgrades	2500			
Street lighting maintenance	3000			
Cutting Playing field	1200			
ACRE membership	57			
Highways maintainace				
Payroll admin charges	100			
Salary	2700			
Misc Admin sundries	100			
Hall hire charges	200			
Maintenance costs	200			
annual report	200			
Emergency Planning	100			
Transfer reserve account	200			
	1000			
	600			
	10%			
	17262.9		19477	

* Original agreed £1200 increase to discuss

Expected £2214. Carryforward to 2019



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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		See Schedule
Who's who on the Council and its Committees	Website or hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		See Schedule

Annual return form and report by auditor	Website or hard copy	
Finalised budget	Website or hard copy	
Precept	Website or hard copy	
Financial Standing Orders and Regulations	Website or hard copy	
Grants given and received	Website or hard copy	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		See Schedule
Parish Plan (current and previous year as a minimum)	Website or hard copy	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website or hard copy	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		See Schedule
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website or hard copy	
Agendas of meetings (as above)	Website or hard copy	

Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website or hard copy	
Responses to consultation papers	Website or hard copy	
Responses to planning applications	Website or hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		See Schedule
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Work in progress	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Work in progress	
Records management policies (records retention, destruction and archive)	Work in progress	
Data protection policies	Work in progress	
Schedule of charges (for the publication of information)	Work in progress	
Class 6 – Lists and Registers		See Schedule
Currently maintained lists and registers only		
Assets register	Website or hard copy	
Register of members' interests	Website or hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		See Schedule
Current information only		
Allotments	Website or hard copy	
Parks, playing fields and recreational facilities	Website or hard copy	
Seating, litter bins, clocks, memorials and lighting	Website or hard copy	

Bus shelters	Website or hard copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs P Wilkinson
 Clerk to the Parish Council
 24 Fen Road
 Newton-in-the-Isle
 Wisbech
 PE13 5HT

01945 870271
 Monday – Friday
 9.30 to 4.30

Adopted by the Parish Council on 15th January 2018

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class