

# 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

The Parish Council will meet on Monday 10th July 2017 at 7pm in the Village Hall for the purpose of transacting the following business.

### AGENDA

- |      |     |                                                                                                                                                                                                                                                                                                                                           |
|------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.00 | 1.  | Apologies                                                                                                                                                                                                                                                                                                                                 |
| 7.05 | 2   | Public Forum (10 minutes)                                                                                                                                                                                                                                                                                                                 |
| 7.15 | 3.  | Chairman's Announcements                                                                                                                                                                                                                                                                                                                  |
| 7.20 | 4.  | Minutes of previous meeting<br>a) Matters arising - Dog Bins                                                                                                                                                                                                                                                                              |
| 7.25 | 5.  | Action Review.                                                                                                                                                                                                                                                                                                                            |
|      | 6.  | Police Matters<br>Sent from Helen Norton-Smith                                                                                                                                                                                                                                                                                            |
|      | 7.  | To receive reports from District and County councillors concerning the parish                                                                                                                                                                                                                                                             |
| 7.50 | 8.  | Reports for information previously circulated<br>a) Highways - Cllr Clark<br>b) Old School Site update - Cllr Clark<br>c) Village Hall - Cllr Gibbs<br>d) Correspondence - Clerk<br>e) Street Lighting<br>f) LHI and Playing Field<br>g) Residents' Issues<br>h) Planning Committee Meetings - Cllr Gibbs<br>i) Emergency Planning update |
| 8.00 | 9.  | Finance<br>a) Annual Governance Report<br>d) Finance budget update / Approval of payments<br>c) Annual Report booklet approval                                                                                                                                                                                                            |
| 8.10 | 10. | Discuss item for Decisions<br>a) Cllrs responsibilities<br>b) Allotments and rent review<br>c) Play equipment inspection report - Cllr Clark<br>d) Cllr to check play equipment for Aug/Sept<br>e) LHI Bid Proposal 2018/19<br>f) Vacancy                                                                                                 |
| 8.40 | 11. | Confirmation of date and time of next meeting 4 <sup>th</sup> September                                                                                                                                                                                                                                                                   |

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council Annual Meeting held on Monday 8<sup>th</sup> May 2017 at 7.00pm in the Village Hall.

### **Present**

Cllr's D Fullbrook, D Gibbs, J Hoyles, S Clark, D Smith, J Kooreman C Seaton (FDC) and P Wilkinson (Clerk).also present resident Mrs M Gibbs

### **1/17 Election of Officers**

#### a. Election of Chairman

Cllr S Clark proposed Cllr D Gibbs as Chair, seconded by Cllr J Hoyles agreed by all Cllrs present.

Cllr D Smith stated that thanks should go to Cllr Fullbrook for all the work he had completed in the village as it was much appreciated.

#### b. Election of Vice Chairman Cllr D Gibbs proposed Cllr S Clark, seconded by Cllr J Hoyles and agreed by Cllrs present

#### c. Election of Chair and Vice Chair Planning subcommittee.

It was agreed Cllr Hoyles Chairman and Vice Chair Cllr J Kooreman remain as Planning Officers All agreed.

#### d. Councillors responsibilities held over until the next meeting.

### **2/17 Declaration of Interest** - Cllr Clark on planning and allotment issues

### **3/17 Apologies**

Cllr A Sloan (Work Commitments), Cllr S King ( Prior meeting) and Cllr M Humphrey

### **4/17 Public Forum** – No questions raised

### **5/17 Minutes of the previous meeting** - Were signed as a true record

#### 5a.Matters arising

TPOs (Tree Preservation Orders) not received by Cllr Smith, Cllr Clark stated that the orders were not completed.

Letter received from Mr Hunt regarding the footway query, Cllr Clark would arrange a meeting with the Highways Officer and Mr Hunt regarding this matter.

Transparency code report working well.

Planning applications see minutes recorded and accepted

Query potholes in Franks Lane, the road repairs would be completed when work on house building was completed, CCC were monitoring this matter.

### **6/17 Action Log**

Cllr Fullbrook stated that the roundabout bearing was due to be reinstated with assistance of two residents

Cllr Fullbrook to replace netball net this month.

Allotment rent review held over to be discussed as an agenda item July meeting

Three dog Bins required. one at Ferry Lane, one at Rectory Road, one at Franks Lane. Quote for supplying bins to be investigated for next meeting.

### **7/17 Reports**

a. Highways - Potholes repaired and also drains cleaned.

b. Old school site - Flood map circulated showing flood zones.

Cllr Gibbs recommended that

a The Parish Council noted progress made with regard to former Colville School site and reiterates its support for residential development on the site.

b. Enters into a dialogue with the Environment Agency regarding the need to revise the flood map. Cllr Hoyles to discuss the matter with the Drainage Board and seek advice and report back at the next meeting.

Cllrs approved both a and b recommendations.

c. Village Hall Report circulated prior to meeting. Cllr Gibbs stated the village hall showed a deficit of £1369.69 at the end of the financial year ending March 2017.

d. Correspondence a number of emails sent on to Cllrs. A letter received from the PCC requesting financial support in repairing a footpath through the churchyard. However, guidance from NALC advised Parish Councils that this responsibility lay with the Parochial Church Council and the Parish Council were unable to offer assistance. The clerk would write to the PCC explaining the situation.

e. Financial Report – to be dealt with under Finance.

f. Street Lighting - Report circulated prior to the meeting. Still waiting Balfour Beatty to contact the council in regard to completion of the remaining 2 lights and the expected date of completion.

g. Police Report

If more suspicious incidents were reported to the Police on Tel: 101, the police present would be increased. A number of incidents had occurred during March and April including theft from sheds and a quantity of red diesel had also been stolen.

h. LHI Bid 2017/18

Following a successful bid Jacob Hobs would arrange completion of a length of footway from Boars Farm, High Road to Common Cottages.

### **8/17 Finance**

a. End of year accounts Previously circulated carry forward of £2913 in the Community Account and £5193 in the Business Savers Account of which £3500 was earmarked for outstanding street lighting.

*i. Resolved to approve statutory accounts. Councillors formerly approved and authorised the accounts for year ending March 2017. Chairman signed accounts*

b). Internal Auditors Report - four Recommendations had been made following inspection, report previously emailed to Councillors and discussed at the meeting.

R1 Full VAT receipts (including the supplier's VAT registration number and, preferably, itemisation of the VAT element) should be obtained in all instances where Vatable expenditure is incurred on behalf of the Council.

R2 The timing of future VAT reclaims should correspond to the end of the financial year (and the mid-year if six-monthly claims are made).

R3 Allotment rents should be formally subject to review each year, in accordance with the financial regulations.

R4 The Clerk should contact the Pensions Regulator to confirm what action, if any, is required in relation to pension auto-enrolment and relevant dates.

R4 the clerk has already contacted the Pensions Regulator and this has been dealt with.

The Cllrs agreed to the recommendations and approved the report as discussed at the meeting

*ii. Resolved to ensure the four recommendations were implement as soon as possible.  
Annual Internal Report approved by all the Councillors*

c Annual Governance Statement

Circulated to Councillors prior to meeting. Annual Governance Statement Sections 2,

All sections completed and approved signed by Chair at meeting.

*iii. Resolved to approve Governance Statement for 2016/17(page 2) all councillors approved and duly signed by Chairman*

d. The Annual Accounting Statement circulated prior to the meeting section 3

Accounting statement balanced with end of year accounts.

Also discussed the explanation of Variances compared with the previous year.

As there were no queries the Annual Return was approved and signed by the chair.

*iv Resolved to confirm that the Council had formally approved and adopted the Annual Return, duly signed by the Chairman.*

e. The Community Account stands at £ £8407.29

Business Saver (Reserves Account) stands at £5193.31 (includes the £3500 earmarked for Lighting) transferred from Community account year end.

Invoices to be approved for payment

d. Payments for authorisation.

Play equipment parts D Fullbrook - cheque no 100568 for £89.88 including 13.43 vat

RoSPA - Cheque no100569 for £96.60 including £16.10 vat

Auditing Solutions cheque no 100570 for £198.00 including £33.00 vat

R Kublik cheque no 100571 for £30.00

Zurich Insurance cheque no 100572 for £645.90

Salary and Miscellaneous cheque no 100573 for £561.37

CAPALC Cheque no 100574 for £253.16

*v. Resolved to approve payment of the seven cheques total cost £1845.21, Councillors authorised payments*

Income received since 1st April

Half year Precept. £5250

Half year Council Tax Support Grant .£243.50

Annual Financial Report circulated prior to meeting

As there were no queries it was approved

*vi. Resolved to approve the Financial Report for 2016/17 Councillors all agreed.*

*Reserves Statement Amendment*

*To allow for any unforeseen demand for expenditure, the Business Savers Account balance is to be maintained at a level of not less than 50% of the Precept, with the intention of achieving £6,000 by 31/03/2019. This sum **excludes funds earmarked for a particular purpose and** constitutes the Contingency Reserve. **The amount and purpose of earmarked funds is to be recorded in the half yearly budget Statement.***

*vii. Resolved to approve the amendment (see red) to the Reserve Statement Councillors all agreed.*

**9/17 Items for Decisions**

- a, Emergency Planning - Cllr Fullbrook to investigate a quote for an outside connection at village hall for a generator point and will report back at next meeting.
- b. Allotments held over for discussion as agenda item for July meeting
- c. Play equipment reported no problems
- d. Cllr Clark would check play equipment over the next two months
- e. Code of Conduct circulated prior to the meeting as there were no queries the document was approved
  - viii. Resolved Councillors to approve Code of Conduct amendment, Councillors all approved and adopted.*
- f. Highways Bid for 2018/2019 - Cllr Fullbrook to make enquiries on costings for work required on culvert for discussion as agenda item in July.

**10/17 Any Other Business**

No Fete to take place this year, a questionnaire to be delivered to residents with the next village newsletter.

Owner of property 2 Franks Lane to be contacted regarding refuse left by tenant.

Hedge at junction of Mill Lane and Fen Road overgrown causing difficulties in viewing oncoming traffic at junction. Cllr Clark to contact the Highways Department

An award of £300 was made under Section 137 to the Fete Committee at the council meeting on Monday January 16<sup>th</sup> 2017, this was withdrawn as the Fete would not be taking place.

**Date and time of Next meeting** – Monday 10<sup>th</sup> July at 7pm

Meeting closes at 8.40pm

Planning meeting followed.

Planning application for Oakhill Fen Road (See planning minutes).

Signed ..... Date .....

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council Planning meeting held on Monday 8th May 2017 following the AGM.

Present

Cllr's D Fullbrook, D Gibbs, J Hoyles, D Smith, J Kooreman and P Wilkinson (Clerk).

Planning Application

Oakhill Fen Road Newton in the Isle F/YR17/0336/RM

Reserved matters application relating to detailed matters, scale layout and landscaping pursuant to outline permission (F/YR16/0586/0 for erection of 2x2 storey 3-bed dwellings with garages involving demolition of existing dwelling.

Grid E.542772

N. 314451

After discussion, the councillors had no objections. Clerk to return a support observation.

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## Newton in the Isle Parish Council

### ACTION LOG – May 2017 (abridged)

<u>Serial/Date</u>	<u>Action On</u>	<u>By Date</u>	<u>Action</u>
5/Jan 2016	DF/PW	Dec 2017	Design and manage work programme for replacement of Category 2 street lighting identified at 11 locations.
4/Jul 2016	AS	<b>Monitoring</b>	<i>Allotments – conduct rent review for implementation Sep 2017.</i> <b>Allotments - Agenda Item for Jul 2017 meeting.</b>
8/Jul 2016	JK/SC	Sep 2017	<b>Seek sponsorship for additional notice board.</b> (Target extended from Mar 2017 to Sep 2017).
2/Nov 2016	All Cllrs	<b>Monitoring</b>	<i>Emergency Plan - consult colleagues/friends re: availability of equipment &amp; manpower plus knowledge of any persons considered vulnerable; pass information to Clerk for inclusion in checklists.</i> <b>Emergency Plan - Agenda Item for Jul 2017 meeting.</b>
3/Nov 2016	DG	<b>Monitoring</b>	<i>Emergency Plan – compile lists of equipment and volunteers.</i> <b>Emergency Plan - Agenda Item for Jul 2017 meeting.</b>
4/Nov 2016	SC	<b>Monitoring</b>	<i>Emergency Plan – compile list of vulnerable persons.</i> <b>Emergency Plan - Agenda Item for Jul 2017 meeting.</b>
5/Nov 2016	PW	<b>Monitoring</b>	<i>Emergency Plan – compile list of service providers.</i> <b>Emergency Plan - Agenda Item for Jul 2017 meeting.</b>
1/Jan 2017	SC	<b>Monitoring</b>	<i>Consult CCC Highways re: damage to road surface and verge caused by building works at 6, Franks Lane.</i>
1/May 2017	SC	Nov 2017	<b>Dog bins – arrange procurement and installation at agreed 3 locations.</b>
2/May 2017	SC	Jun 2017	<b>High Road footway condition – arrange site meeting with Mr Hunt and CCC Highways representatives.</b>
3/May 2017	SC	May 2017	<b>Overgrown hedge at BT Exchange – consult CCC Highways and take urgent action to arrange cutting back.</b>
4/May 2017	PW	Jun 2017	<b>Repairs to public footpath through churchyard – respond to PCC letter enclosing NALC guidelines.</b>

<b>5/May 2017</b>	<b>JH/DG</b>	<b>Jul 2017</b>	<b>Enter into a dialogue with the Environment Agency regarding the need to revise the flood map of the eastern half of the village.</b>
<b>6/May 2017</b>	<b>DF</b>	<b>Jul 2017</b>	<b>LHI bid proposal for 2018/19 – obtain costings for widening of High Road footway over culvert near Goodens Lane junction.</b>
<b>7/May 2017</b>	<b>DF</b>	<b>Jul 2017</b>	<b>Emergency Plan – obtain cost estimate to install standby generator connection point powering essential electrical circuits at VH.</b>



# **NEWTON PARISH COUNCIL**

## **POLICE MONTHLY UPDATE - MAY 2017**

Dear Councillors,

Please find the Police update for May.

You can contact the Wisbech Neighbourhood Policing Team on :-

[Wisbech.NPT@cambs.pnn.police.uk](mailto: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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I continue to visit local primary schools on a regular basis, and visit the local care homes within the rural villages. I have formed a good relationship with the staff and children at Chartwell House in Newton. On our last visit, the children were allowed to sit in the Police van, and were shown all of the equipment that the police use and carry on board a vehicle, and were shown the "cage", where offenders sit when they are transported into custody. The children stated they found this very interesting and informative.

I attended Newton coffee afternoon at the Village Hall on 25<sup>th</sup> May, where I spoke to Councillor's Gibbs and Clarke, who informed me that there were still ongoing issues in Newton with some children causing problems in Poppy Close and the surrounding area. I have made contact with the local housing officer Stella Dobbie, and she has advised that she is aware of the issues, and that she is investigating these matters. From a police perspective, some of the issues I have been advised about, have not actually been reported to the police, so it appears on our records that there are no issues or concerns happening in Newton. I am aware Councillor Gibbs has sent out a statement in the Village News Letter advising residents to report any criminal activity to the Police, so the incidents can be recorded, and can be dealt with efficiently.

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### **COMMUNITY CONTACT POINT**

Councillor Gibbs and I have arranged the next Newton Community Contact Point on 27<sup>th</sup> July at Newton Village Hall at 2.30pm. Rosie Cooke from Fenland District Council will also be in attendance. This will be advertised on social media nearer the date. Meanwhile If you would like to have your say on issues in your area, you can complete an online survey at :  
<https://www.surveymonkey.co.uk/r/WisbechCommunitySafety>.

Results from these surveys will be displayed on the Community Safety Partnership blog every 3 months at [www.communitysafetypartnership.worldpress.com](http://www.communitysafetypartnership.worldpress.com) . The results will be used to identify the local policing priorities for the following 6 months.

### **CRIMES REPORTED IN THE NEWTON AREA MAY 2017**

- 1 x burglary
- 1 x criminal damage

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

[www.cambs.police.uk/help/crimemaps/](http://www.cambs.police.uk/help/crimemaps/)

[www.ukcrimestats.com/Police\\_Force/Cambridgeshire\\_Constabulary](http://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**

Burglaries/aggravated/distraction burglaries seem to be continuing in both the town centre and rural villages of Wisbech. Some residents have returned from holiday only to find that their house has been burgled. If you are going on holiday, please take a few extra precautions and where possible, ask a friend or neighbour to look after your property. They can ensure that your post is pushed through the letterbox, and can ensure that the windows and doors on your property remain secure. Use light timers at night, and please be mindful of who you inform that you are going away on holiday. Other tips on crime prevention can be found on the Cambridgeshire Police website. If you have any information regarding these burglaries, please inform the Police on 101, or 999 in an emergency.

Kind regards

Helen Norton-Smith

PCSO 7160

Wisbech Police Station

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

# **NEWTON PARISH COUNCIL**

## **POLICE MONTHLY UPDATE - JUNE 2017**

Dear Councillors,

Please find the Police update for June.

You can contact the Wisbech Neighbourhood Policing Team on :-

[Wisbech.NPT@cambs.pnn.police.uk](mailto: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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In the absence of Special Constable Andy Thompson who I usually work closely with regarding the speed enforcement patrols in the north rural villages, I am currently liaising with the Special Sergeant to see if they have the resources to assist in undertaking some speed enforcement in Gorefield. I will keep you updated with any information/outcome. Meanwhile, if you have any volunteers who are interested in setting up their own Community Speed Watch Group, please let me know, and I will forward the information to our Speed Watch Co-ordinator.

It was with great intention for me to attend the Coffee Afternoon on Thursday 22<sup>nd</sup> June, and just as I arrived, I was called to an RTC incident. I did briefly speak to Councillors Gibbs and Clarke, and was informed that there are still ongoing issues with youths in the area. The main concern being that they are riding on motorcycles without helmets, and unknown persons have destroyed some farm crops. There has only been one reported incident of ASB issues occurring in Newton, so this is perhaps not a true reflection of what is actually happening. Unfortunately, if the incidents are not reported, the Police are not aware of the incidents occurring, and no action will be taken. Could you please encourage parishioners to report incidents of ASB, and other matters, so we can deal with these issues efficiently.

I

### **COMMUNITY CONTACT POINT**

The next Community Contact Point will be held on 27<sup>th</sup> July at Newton Village Hall at 2.30pm. Rosie Cooke from Fenland District Council will also be in attendance. This will be advertised on social media nearer the date. Meanwhile If you would like to have your say on issues in your area, you can complete an online survey at : <https://www.surveymonkey.co.uk/r/WisbechCommunitySafety>.

Results from these surveys will be displayed on the Community Safety Partnership blog every 3 months at [www.communitysafetypartnership.worldpress.com](http://www.communitysafetypartnership.worldpress.com) . The results will be used to identify the local policing priorities for the following 6 months.

### **CRIMES REPORTED IN THE NEWTON AREA JUNE 2017**

We will no longer be including information on individual crimes in the Parish Council updates. The reason for this is crime statistics can be found on the following websites:-

[www.cambs.police.uk/help/crimemaps/](http://www.cambs.police.uk/help/crimemaps/)

[www.ukcrimestats.com/Police\\_Force/Cambridgeshire\\_Constabulary](http://www.ukcrimestats.com/Police_Force/Cambridgeshire_Constabulary)

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

### **GENERAL CONCERNS**

Burglaries remain a concern within the town and rural villages of Wisbech, and also the theft of cars from the locations where the burglaries have taken place. Some properties which have been broken into have had car keys and cars stolen from their addresses. If you have any information regarding these burglaries, please inform the Police on 101, or 999 in an emergency.

Kind regards

Helen Norton-Smith

PCSO 7160

Wisbech Police Station

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

<b>Agenda Item No.</b>	8(a)	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	10 <sup>th</sup> July 2017	
<b>Report Title</b>	Highways	

### 1. Purpose of Report

An update on highways issues since the last meeting.

### 2. Key Issues

Steve Nicholson from CCC Highways met with Cllrs Clark and Gibbs and Mr Hunt on 23<sup>rd</sup> May regarding the pavement on the High Road. Another small area has been identified for repair by Highways later in the year. Further improvements could be done with LHI funding.

Another meeting with Steve Nicholson is taking place on 28<sup>th</sup> June. This will be reported at the meeting.

The annual condition survey of roads in the parish has been done and many small defects are being repaired.

North Level District Internal Drainage Board has agreed to consider piping the watercourse outside 190 High Road to allow the pavement to be widened. Possible LHI bid for 2018/19.

Surface of Little Ramper melted during the heatwave on 19<sup>th</sup> June.

Issues reported to CCC since the last meeting include:

- Flooding, High Road, Mill Lane
- Blocked drains, High Road
- Roadside verges, Sutton Road (3 places)
- Potholes, Sutton Road, High Road (2 places), Hogens Lane, Chapel Lane

Issues reported to FDC since the last meeting include:

- Dead badger, Sutton Road
- Fly tipping, Chapel Lane

Faulty street lights in Poppy Close were reported to Circle Housing Roddons.

### 3. Recommendations

The Parish Council notes the report.

<b>Report Author</b>	Cllr Sam Clark
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<b>Agenda Item No.</b>	8(c)	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	10 <sup>th</sup> July 2017	
<b>Report Title</b>	Village Hall Update	

### 1. Purpose of Report

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

### 2. Key Issues

The new financial year has provided two elections, bringing much-needed income for the Hall. There is, however, a notable shortage of family celebrations, which represent an essential element of the income stream, with just one child's birthday party booking for the whole year so far. There were 13 family celebrations in the last financial year.

Several new members have joined the Management Committee in recent months, bringing the total membership to eleven, with every village organisation represented by at least one member. This allows the committee to work in partnership with other groups in coordinating the calendar of events at the Hall and elsewhere.

Following the demise of the Village Fete Committee, a group of former Fete Committee members and supporters has agreed to work alongside the Village Hall Management Committee to arrange community events and celebrations, with the proceeds being donated to the Village Hall. It is hoped that this new collaboration will engender a true spirit of community, whilst supporting the Hall financially. Further details of this partnership will be announced shortly.

The Coffee Mornings and Afternoon Teas continue to be the main source of income for the Hall and provide residents, new and old, with an opportunity to meet people from Newton-in-the-Isle and surrounding villages. They also offer an opportunity to discuss issues of concern with County, District and Parish Councillors. The Police and Community Safety team will be attending July's Afternoon Tea to discuss crime and community safety issues and distribute useful information.

The programme of events for the remainder of the financial year will be finalised at the Management Committee's July meeting, but will include a Christmas Fair at the end of November, the Children's Christmas Party and Christmas Lights Switch-on in December and a Quiz Night in February.

### 3. Recommendations

The Parish Council notes the report.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	8.	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	July 10 <sup>th</sup> 2017	
<b>Report Title</b>	Councillor information	

## 1. Purpose of Report

### To update the Parish Council regarding correspondence/street lighting and a police update

Correspondence  
 Emails forwarded to Councillors  
 Rural Vulnerability Service information  
 NALC newsletters  
 Rural Services Bulletins  
 Public Sector newsletters  
 Notification from Cllr Fulbrook of his resignation.  
 Electorate Services response- notification of vacancy in hand

Correspondence received by post  
 Notification of paperless planning applications – <https://www.fenland.gov.uk/publicaccess>  
 Poster re Merchant Navy Day 3rd September Fly a flag  
 Street lighting update from Cllr King  
 Fenland older people outreach service – information for website

Residents concern - Long grass obstructing view of road junction Westfield Road/Fen Road causing a hazard. Highways contacted and issue resolved.

#### Street Lighting

Decisions on a proposal for street lighting maintenance expected in July. Meanwhile for day to day repairs contact [assets&projects@fenland.gov.uk](mailto:assets&projects@fenland.gov.uk). or call 01354654321.

Police Update . Police visit to village hall on 25th May to discuss issues  
 Next visit planned for 27th July at 2.30pm in the village hall along with Rosie Cooke from FDC.

Police Advice on checking security of oil tanks, caravans and sheds  
 Crimes reported in the village in May- a burglary and criminal damage  
 Residents have been advised to report any criminal activity on Tel 101, the police non-emergency number .

No Planning Applications received.

<b>Agenda Item No.</b>	8(h)	<b>NEWTON</b> <small>IN THE ISLE</small> <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	10 <sup>th</sup> July 2017	
<b>Report Title</b>	Planning Committee Meetings	

## 1. Purpose of Report

To consider the arrangements for future meetings of the Parish Council's Planning Committee.

## 2. Key Issues

The Planning Committee meets on an *ad hoc* basis whenever the District Council's planning department invites the Parish Council to comment upon an application in the Parish.

The 21-day deadline for responding to planning applications means that meetings are arranged at short notice.

Meetings of the Planning Committee take place at the home of the Clerk or a member of the Planning Committee.

Section 134(3)(a) of the Local Government Act 1972 prohibits Parish Councils from holding a meeting in a private residence.

The Transparency Code requires all Parish Councils to publish detailed agendas for all meetings of the Council, its Committees and Sub-Committees, at least three clear days before the meeting is due to take place.

When considering a planning application, it may be helpful for the members of the Planning Committee to hear the views of the applicant and neighbours who might be affected by the proposed development.

Holding Planning Committee meetings in the Village Hall would enable the Council to comply with the Local Government Act and provide members of the public with an opportunity to participate in the decision-making process.

The duration of a Planning Committee meeting is invariably shorter than other meetings that take place in the Village Hall, so the Parish Council could suggest to the Village Hall Management Committee that a reduced level of charge might be appropriate for this purpose.

## 3. Recommendations

- (a) Future Planning Committee meetings take place in the Village Hall, with agendas published beforehand to comply with the Transparency Code requirements.
- (b) The Parish Council asks the Village Hall Management Committee to consider a reduced charge for hosting meetings of the Planning Committee.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	10(a)	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	10 <sup>th</sup> July 2017	
<b>Report Title</b>	Councillors' Responsibilities	

### 1. Purpose of Report

To confirm the allocation of special responsibilities to individual councillors for the 2017/18 municipal year.

### 2. Key Issues

At the Annual Meeting in May of each year, the Chairman, in consultation with the other members of the Council, allocates special responsibilities to each councillor. This item was deferred until the July meeting.

The allocation of responsibilities for the previous year proved effective, so wholesale change is not required.

As Chairman of the Council, Cllr Gibbs is prevented from holding the finance portfolio by paragraph 2.2 of the Council's Financial Regulations. Cllr Smith has agreed to take on this responsibility.

The resignation of Cllr Fullbrook has left the emergency plan and playing field roles unallocated.

### 3. Recommendations

a) The Parish Council allocates special responsibilities as follows:

<b>Portfolio</b>	<b>Councillor</b>
Allotments	Cllr Sloan
Defibrillator	Cllr Gibbs
Drainage	Cllr Hoyles
Emergency Plan	Unallocated
Finance	Cllr Smith
Highways	Cllr Clark
Maintenance Projects	Cllr Kooreman
Old School Site	Cllr Clark
Planning	Chairman - Cllr Hoyles Vice-Chairman - Cllr Kooreman Members - Cllrs Gibbs, Sloan, Smith
Playing Field	Unallocated
Rights of Way	Cllr Sloan
Trees	Cllr Smith
Village Hall	Cllr Gibbs
Website	Cllr Gibbs

b) The emergency plan and playing field portfolios remain unallocated until the vacancy on the Parish Council has been filled.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	10(b)	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	10 <sup>th</sup> July 2017	
<b>Report Title</b>	Allotments	

## 1. Purpose of Report

To update members on the allotment rents and how they compare to other parish rents.

To give consideration on whether a rent increase is applicable at this time

## 2. Key Issues

**Allotment rents have not been increased for several years. Newton has four areas.**

**Four Gotes – 1.192 acres rented by one tenant, £72 per year**

**Bank Gardens – 2.65 acres Rented by four tenants, split into four different sizes, £205.20 per year**

**Fen Road – 1.3 acres, £46.80 per year**

**High Road – 0.73 acres, rented by two tenants, £36 per year**

This is a total income of £360 year end 2016

Other parishes measure allotments in a variety of ways.

Leverington: three types-

1) Garden plots £12 for 12.8 metres by 12.8 metres

2) Roods (quarter of an acre) £27.50

3) Field £130 per acre

Gorefield: two types

1) Garden Plots 220 square metres £15 per year

2) Arable, blocks of 2 or 3 acres £90 per year paid half yearly

## 3. Recommendations

**A) At present we have no waiting list for allotments, we need to maintain our current level of tenants.**

**B) However a small increase, a minimum of 5% with a maximum of 10% would be a suggested increase.**

**C) There has been a request from two allotment holders to purchase their allotments. This would require application to the Secretary Of State. As**

<b>Report Author</b>	Alison Sloan
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**“Allotments are valuable community spaces....there are many legal and policy safeguards to make sure their disposal is properly and thoroughly handled by the Secretary of State”.**

- D) This issue would need further investigation, the Allotment Disposal Guidance published by the Department for Communities and Local Government needs studying.**
- E) Members of the parish community would need to be consulted in case there are community members who do want to rent an allotment. Allotments are large at present and therefore may be seen as undesirable. Subdividing or having smaller areas may increase demand.**