

# 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 Wednesday 16<sup>th</sup> Jan 2019 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 | 4.  | Chairman's Announcements  |
| 7.25 | 5   | a) Minutes of previous meeting 13 <sup>th</sup> November 2018<br>Matters arising<br>b) Minutes Planning Meeting January 3 <sup>rd</sup> 2019<br>Matters arising   |
|      | 6   | Police Matters  |
|      | 7.  | District and County Councillors Reports   |
| 8.00 | 8.  | Reports will need decisions including budgetary implications for the Precept<br>a) Highways / LHI Bid 2018<br>b) Village Hall including hall repairs<br>c) Playing Field including Wildflower Meadow and dyke<br>d) Tree maintenance<br>e) Emergency Planning<br>f) Correspondence/Street lighting /Residents Issues<br>g) Village Handyman |
| 8.30 | 9.  | Discuss item for Decisions<br>a) Play equipment inspection report – Cllr Wilkinson<br>b) Cllr to check play equipment   |
| 8.35 | 10. | Finance<br>a) Finance Report<br>b) Approval accounts for payment<br>c) Set Precept 2019/2020  |

- 8.50            11. Confirmation date of next meeting 12th March, Parish Assembly
12. Planning application

**NB.**

Residents are welcome to attend the meeting which commences with a Public Forum, ten minutes are allocated for residents to raise issues, unfortunately due to the number of other council items needing discussion it is not possible to allocate more time.

Signed by Clerk January 2019      *P M Wilkinson*

<b>Agenda Item No.</b>	8a	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	January 16 <sup>th</sup> 2019	
<b>Report Title</b>	Highways	

1. LHI for 2018/19 widening High Road pavement over culvert near goodens lane. We are still working with north level Drainage board to find a viable solution within the available budget. The chairman met with the chief Executive of the drainage board in December to consider further options.
2. LHI for 2019/20 portable speed monitoring sign. Technical appraisal has been received showing a maximum applicant contribution of £478.65. The chairman presented the application to the assessment panel in November and received positive feedback.
3. Community gritting scheme equipment has been collected. So the team of volunteers will shortly be undertaking training ready for bad weather. No gritting was carried out on xmas eve despite a forecasted frost. One local resident skidded off the Sutton road and in to ditch.
4. Horse put foot through deck of black dyke footbridge between Christmas and New Year. Chairman made temporary repair and reported issue to high ways.
5. Approx 100 used tyres dumped in mill lane reported and collected by FDC.
6. A number of faulty streetlights have been reported mainly on High Road and goodens lane.
7. Pot holes have been reported to high ways.

<b>Report Author</b>	Samantha Clark
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<b>Agenda Item No.</b>	8b	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	16 <sup>th</sup> January 2019	
<b>Report Title</b>	Village Hall	

## 1. Purpose of Report

To update members on recent activities at the Village Hall and to seek approval for maintenance projects on the premises.

## 2. Key Issues

Christmas is the busiest time of year at the Village Hall, with the Management Committee arranging a Christmas Fair, a Children's Party and the Christmas Lights evening. The Sunday Lunches continue to draw capacity crowds, raising valuable sums for the Hall charity, as do the regular monthly Coffee Mornings and Afternoon Teas. Alongside all of this, the Hall also hosts seasonal celebrations and fund raising events for the various other village organisations. Further Sunday Lunches are scheduled for February and March and a Quiz is being arranged in February too.

The success of the Sunday Lunches has highlighted the fact that the Hall kitchen is no longer fit for purpose, so plans are in hand to replace the dated kitchen units with stainless steel commercial kitchen equipment, capable of cooking meals for at least 60 people at a time. The kitchen floor is particularly cold in winter and moisture from cooking condenses on the floor surface, creating a serious safety hazard. The Management Committee proposes to excavate the floor to allow insulation to be installed to prevent a recurrence of this issue. If this work goes ahead, it would also be advantageous to strip the walls and recover with insulated plasterboard to minimise condensation. Quotes are being obtained for this work, but it is believed to be feasible from a financial viewpoint.

The Village Hall belongs to the Parish Council and is leased to the trustees of the Newton Village Hall charity, for them to operate it as an amenity for the community. Under the terms of the lease, the charity is responsible for the ongoing repair and maintenance of the building, but permission is required from the Parish Council for any alteration. The relevant wording states:

*The lessee covenants with the lessor as follows:*

*...To keep the demised premises and all fixtures and additions to the said premises in good and substantial repair and condition throughout the term and without any alteration except such as shall be previously sanctioned in writing by the lessor such sanction not to be unreasonably withheld...*

The Management Committee seeks the approval of the Parish Council to undertake the kitchen improvements outlined above.

<b>Report Author</b>	Cllr Dave Gibbs
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In recent wet weather, a leak has been identified in the roof over the kitchen. There are two boxes on the Hall roof, each of which has a flat cover. The box over the main hall has a lead cover, whereas the one over the kitchen has a felt cover. The latter has come to the end of its life.



There are two options to remedy this issue: either replace the existing felt cover or remove the box completely and replace with slates to the existing ridge line. Quotes have been obtained as follows:-

Option 1 - £178 +VAT

Option 2 - £547 +VAT

Option 2 would provide a lasting and more visually pleasing solution and is the preferred option of the Management Committee. The Village Hall is not a listed building, so no further consents are required to undertake this work.

The charity is not registered for VAT, so is unable to reclaim the additional £109.40. As the owner of the building, the Parish Council could undertake this work with the resultant saving.

ACRE guidance on transactions of this nature states:

***Recovery of VAT by local authorities on supplies purchased in connection with halls run by voluntary organisations***

***7.1 Supply paid for from local authority's own funds***

*The provision of grant aid or a gift to a voluntary organisation is a non-business activity of a local authority if the local authority receives nothing in return. It follows that, VAT may be reclaimed by a local authority where, in lieu of making a grant, the authority purchases goods or services, including work to the hall and gives them to the voluntary organisation and receives nothing in return. The VAT can be reclaimed under Section 33 as being attributable to its non-business activities provided the local authority:*

- *places the order*
- *receives the supply*
- *receives a tax invoice addressed to it*
- *makes payment from its own funds (including grants it has applied for and has been subsequently awarded) without either being reimbursed by, or receiving any kind of benefit, from, the voluntary organisation which will receive the goods/services, or any other body.*

It is important to note that, in order to satisfy the requirements of the VAT legislation, the charity would not reimburse the Parish Council for this expenditure.

The Management Committee seeks the approval of the Parish Council to undertake the roof works outlined above and asks the Council as landlord to consider providing the necessary funds for this work to enable the VAT to be reclaimed.

### **3. Recommendations**

- a) Members note the report of the recent endeavours of the Village Hall Management Committee.
- b) Members approve the proposed improvements to the Hall kitchen, as set out in this report.
- c) Members approve the proposed removal of the leaking roof box over the kitchen, as set out in this report.
- d) Members consider whether to assume financial responsibility for the removal of the roof box in the Council's capacity as owner of the building.

<b>Agenda Item No.</b>	8c	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	16 <sup>th</sup> January 2019	
<b>Report Title</b>	Playing Field	

## 1. Purpose of Report

To update members on the progress of the playing field improvement project and to consider matters relating to the dyke in the playing field.

## 2. Key Issues

At their November 2018 meeting, members agreed to undertake a number of enhancements to the playing field and to seek funding from the Grange Wind Farm Community Benefit Fund towards the cost of the proposals.

An application for £2,000 was submitted to the Grange Wind Farm Community Benefit Fund on 1<sup>st</sup> January and the outcome of this will be known by the middle of February. If this application is successful, the project will proceed as planned in early March and a report regarding this and further potential elements of the enhancements will be prepared for the March meeting.

Residents have expressed concern regarding the safety and condition of the dyke in the playing field to the rear of the 12 properties on the east side of Goodens Lane. At the July 2018 meeting, Mr Ford spoke about the level of groundwater in the dyke during periods of prolonged heavy rain and the danger that this standing water presented to small children. More recently, Mr Fullbrook has submitted photographs and observations comparing the condition of the dyke on the day it was excavated in October 2016 with its current condition (see Briefing Input No.1 dated 06 Dec 2018 attached.)

This dyke has presented a number of challenges to the Parish Council over the years. Weed growth is a perennial problem. The use of weed killers in drainage systems on public land is strictly controlled, although it is obvious that several of the residents of Goodens Lane have used chemicals to clear the area to the rear of individual properties. There have also been incidences of dumping of garden waste, topsoil and other rubbish in the dyke. The deep excavation of the southern end of the dyke, apart from being a safety hazard in itself, has created near-vertical soil banks that are not self-supporting, requiring regular maintenance. The absence of a sump ahead of the outfall pipe necessitates constant excavation of floating and waterborne debris.

This dyke serves no purpose. The upper end of the dyke is not connected to any current or former watercourse and remains dry, even in mid winter. The water level in the deeper middle section is simply a reflection of the groundwater level present throughout the playing field. Continual re-excavation has created a ridge along the dyke edge that prevents surface water from the playing field reaching the dyke.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	8d	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	7 <sup>th</sup> January 2019	
<b>Report Title</b>	Village Trees	

### 1. Purpose of Report

To report to the Parish Council on the condition of several trees that are in need of expert work on them.

### 2. Key Issues

There are now only 5 trees that need attention, they are all on public highways. I have one quote to hand, from the tree surgeon who carried out the urgent work for us earlier in 2018.

Corner of Goodens opposite the School site.

Corner of Goodens by Playing Field gate adjacent to Karrow Meadows.

4 in Westfield Road – all Cherry Trees that are over run by Ivy and need generally tidying.

The quote to hand totals £1432.

### 3. Recommendations

These trees have been left to grow without hindrance for any years, and I would recommend they are dealt with in the forthcoming year and an adequate amount allowed for this accordingly.

<b>Report Author</b>	Cllr Roger Moore
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There is no artificial drainage from the playing field into the dyke and it would be impossible to install such a system, due to the existence of an underground high-voltage electricity supply cable. Percolation in the playing field is good, with no record of standing water on the football pitch.

The logical solution to this problem would be to infill the dyke. This would remove all of the ongoing safety and maintenance issues, with no adverse effect in terms of surface water drainage. A shallow indentation following the current course of the dyke, lying below the level of the playing field and the gardens of the adjoining properties, would provide a channel to hold excess water in the most extreme weather. If properly designed, this could be grassed over to be included in the grounds maintenance contract, providing a clean attractive edge to replace the existing eyesore.

Infilling could be achieved over a period of time, at minimal cost to the Council, using donated soil and the services of the Community Payback teams and voluntary labour.

### **3. Recommendations**

- a) Members note the progress since the last meeting towards the playing field improvement project.
- b) Members approve the infilling of the dyke along the western boundary of the playing field, as set out in this report.

<b>Agenda Item No.</b>	8e	<b>NEWTON</b> IN THE ISLE PARISH COUNCIL
<b>Meeting Date</b>	7 <sup>th</sup> January 2019	
<b>Report Title</b>	Emergency Plan	

### 1. Purpose of Report

To update the Council on the Emergency Plan.

### 2. Key Issues

The Gritting Plan is almost ready to go, we are just waiting for some further Safety Wear. Bins are in place and some of the equipment is already to hand – we are almost there.

The next part of the Plan was to ready the Village Hall to be used as a central point in case of any necessary evacuations for safety purposes. This will involve some outlay by the Parish Council, but at this stage it is felt that we should wait and see what is happening in the Village Hall with regards refurbishment of the kitchen area, as this may well affect storage room available.

### 3. Recommendations

I ask members to note the report and would suggest that we wait until the work in the Hall is completed. This does mean that we may not be able to commence further work on the Emergency Plan until 2020. I do not feel it necessary to put in a budget bid at this time.

<b>Report Author</b>	Cllr Roger Moore
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<b>Agenda Item No.</b>	8f	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	Wednesday 16th January 2019	
<b>Report Title</b>	Correspondence/Lighting update/Residents' queries	

### 1. Purpose of Report

- a) Correspondence sent on to Cllrs via email
- b) Residents Issues

### 2. Key Issues

#### a) Correspondence

Members Services- Business Plan & Budget Proposals/Views & Councils Scrutiny Process  
Rural Services Network News  
Rural Bulletin  
CAPALC Bulletin  
Views on CCC Business Planning  
Town and Country Newsletter November  
Fenland Neighbourhood Policing Team Monthly Reviews for November/December.  
Gritting Pack available for collection information given to Cllr Gibbs  
Donation from Cllr S King  
*Funding for Bikeable training in schools see attached letter*

#### 2b Residents Issues

Faulty Street Lights reported - Goodens Lane repair completed  
FPC4 Outside St James Close – Resident reported to Clerk that light not working on Dec 29<sup>th</sup> awaiting repair

#### Damaged structure

Fault type: Damaged structure (e.g. Bridge) Date reported: 29/12/2018  
Location: North Level Drain on Black Dyke between Fen Road and Tydd St Giles  
Description of fault: Bridleway bridge over North Level Drain. There is a hole in the bridge where one plank has broken reference number 00307081 for data protection. Place and Economy Cambridgeshire County Council. Reported by resident to CCC and copied to clerk. Cllr Gibbs made temporary repair.

Query- Salt bin required by residents at Elloe Bank as road is not gritted when weather very icy.. Bridge area is an isolated area , icy conditions make roadway dangerous no footpath. Terry Stevens happy to be responsible for gritting. Can we discuss.

### 3. Recommendations The Parish Councillors note the report

<b>Report Author</b>	Pat Wilkinson Clerk
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<b>Agenda Item No.</b>	8g	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	16 <sup>th</sup> January 2019	
<b>Report Title</b>	Village Handyman	

## 1. Purpose of Report

To finalise details of the proposal to appoint a village handyman to undertake minor maintenance and environmental improvement tasks around the village.

## 2. Key Issues

At their September 2018 meeting, members approved a proposal to appoint a village handyman to undertake various tasks around the village. Following further consideration, this report seeks to develop this proposal and to formalise the process for the appointment.

The main tasks envisaged for this role are the regular cutting of the grass verge and routine maintenance of vegetation at two key locations on the High Road; namely around the bench between Common Cottages and Newton Hall and around the bench opposite the junction with Fen Road. Once these two locations have been improved, consideration can be given to the addition of raised flower beds and other planting schemes at these locations. Members of the Street Pride group have expressed a willingness to assist in the creation of floral displays. Other tasks for the handyman at these locations could include the cleaning and repainting of the benches as necessary.

Members have previously discussed a budget of £500 per year, which would equate to an average of one hour each week, based on an hourly rate of £10. Grass cutting and routine maintenance around the benches would take up more or less all of this time from March to October, so further tasks would be predominantly for the winter months. This could include tree pruning work and general maintenance tasks around the playing field, some of which would follow on from the planned enhancement programme.

The ideal candidate for this role will be a self-employed contractor with relevant experience. No equipment will be provided by the Council, so the appointed person will need to be suitably equipped. The handyman will not be an employee of the Council. For the avoidance of doubt, it is important to state that the handyman may be a handywoman, as the role is equally suited to either gender. The role should be advertised to enable the Council to select from several suitable candidates. The Bridge Magazine and the Village Hall Newsletter provide a broad coverage of the local community, without incurring the cost of an advertisement.

An appointment panel comprising the Chairman, Vice Chairman and Clerk could interview the candidates and make a recommendation to the March meeting.

<b>Report Author</b>	Cllr Dave Gibbs
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### **3. Recommendations**

- a) The sum of £500 is included in the budget for 2019/20 for the appointment of a Village Handyman.
- b) Members authorise the Chairman and Clerk to agree the wording of an advertisement to be placed in the February Bridge Magazine and Village Hall Newsletter.
- c) Members approve the creation of an appointment panel comprising the Chairman, Vice Chairman and Clerk, to interview candidates and make a recommendation to the March meeting of the Council.
- d) Members identify further tasks that could fall within the remit of the handyman.