

# 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 Tuesday 13<sup>th</sup> Nov 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*

- |       |    |   |
|-------|----|---|
| 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 11 <sup>th</sup> September<br>Matters arising<br>b) Minutes Planning Meeting Oct 22 <sup>nd</sup><br>Matters arising   |
|       | 6  | Police Matters  |
|       | 7. | District and County Councillors Reports   |
| 8.00  | 8. | Reports for information previously circulated<br>a) Highways/ LHI Bid 2018– Cllr Clark<br>b) Village Hall - Cllr Gibbs<br>c) Playing Field<br>d) Trees – Cllr Moore<br>e) Emergency Planning – Cllr Moore<br>f) Correspondence/Street lighting – Clerk<br>h) Residents Issues |
| 8.10. | 9. | Finance<br>a) Finance Report<br>b) Street Lighting Agreement<br>c) Finance budget update /Approval accounts for payment<br>d) Draft budget 2019/2020  |

- 8.25            10.    Discuss item for Decisions
- a) Allotment update
  - b) Play equipment inspection report – Cllr Wilkinson
  - c) Cllr to check play equipment for Nov/Dec
  - d) Monthly meetings – Cllr Moore
- 8.50            11.    Confirmation of new date and time of next meeting Jan 2019

**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. However we would like to point out that we are aware that some concerns occasionally need more in-depth discussion and therefore it would be necessary to send these to the clerk seven days before the meeting (November 6<sup>th</sup> ) to enable councillors time to consider the issues.  
parishclerk@newtontheisle.org.uk

Signed by Clerk November 2018      *P M Wilkinson*

# NEWTON IN THE ISLE

## PARISH COUNCIL

Minutes of Parish Council meeting held on Tuesday 11th September 2018 at 7.00 pm in the village hall.

### **Present**

Cllr's D Gibbs (Chairman), J Hoyles, S Clark, R Moore, G Wilkinson, Cllr S King (CCC) and P Wilkinson (Clerk) and three residents.

### **87/18. Apologies**

Cllr C Seaton (FDC), Cllr M Humphrey.

### **88/18 Public Forum**

A number of residents attended

- A resident expressed concern regarding surface road water causing some flooding specifically in gardens on the High Road from 160 -168. This may be caused due to the road drainage gullies being blocked. Highway work was expected to take place shortly which may alleviate the problem. However, it was explained that house owners were responsible for any problems on their properties. Cllr Gibbs would raise the issue of the gully blockage with the Highways Department before the surface dressing commenced.
- A number of street lights were not working, these had been reported by both a Cllr and clerk. Repair time was estimated to be between four and six weeks.
- The Road surface was also cracking in Colvile Road adjacent to the bungalows, Cllr Clark would investigate

### **89/18 Chairman's Announcements**

No applicants were forthcoming for the vacancy of a Co-opted Councillor, a notice would be placed in the next newsletter to try and encourage some response. The Chairman and Clerk had been invited to attend an annual Parish and Town Council Round Table meeting with Steve Barclay MP to discuss three main issues concerning the parish. Policing would be one of the issues.

### **90/18 Minutes of meetings**

a) Minutes of meeting 10<sup>th</sup> July were approved and signed as a true record with one amendment which should read *Wisbech 20/20 Vision* and not twenty/twenty vision as stated

**Matters Arising.** Cllr Wilkinson had obtained prices for a noticeboard, information was circulated with a site plan. Cost £464 with additional cost to concrete in place. Noticeboard to be sited on the High Road near seat opposite the Fen Road junction. Cllr Clark proposed approving purchase of noticeboard and site, seconded by Cllr Moore and approved by Cllrs.

*i) Resolved to approve and install noticeboard at cost of £464 on High Road and the Fen Road junction. All councillors agreed.*

b) Minutes from the Planning meeting 10<sup>th</sup> July were also accepted as a true record and signed. The application has since been approved by FDC

c) Minutes of Street Lighting meeting 31<sup>st</sup> July also accepted and signed as a true record.

**Matters Arising** The lighting proposal agreement was accepted, Councillors awaiting final agreement for signature

### **91/18 Police Report**

Only draft copy of monthly review received with no reports for the village. Our PCSO was now on long term sick leave.

### **92/18. County and District Councillors Reports**

Cllr King (CCC) stated he had attended a seminar regarding the A14 which would be designated as a motorway when completed. Speeding monitoring cameras in Cambridgeshire were to be digitalised, cost to be met from policing budget.

Changes in the community bus and car scheme were causing some concern . Cambridgeshire County Council were to continue funding public transport until next April when it would be reviewed. Query as to why the Fact community bus ran at the same time as the public transport bus. Cllr King to investigate.

### **93/18 Reports**

#### **a) Highways/ LHI Bid.**

A number of issues broaching overgrown hedging, Cllr Clark in contact with land owners. Highways have been approached on an overgrown hedge in Black Dyke ownership was unclear, also a hedge at junction of Chapel Lane was causing concern Cllr Gibbs would write to the owners.

LHI Bid for 2019 to install movable traffic calming measures has been submitted. It was suggested that part of our contribution towards the present LHI bid for 2018 be carried forward to next year if the present bid was deemed untenable. Still awaiting outcome regarding total costing.

**b) The Old school site** was overgrown and needed attention. Cllr Clark to contact owner.

#### **c) Village Hall**

Children's summer activities well supported. Sunday lunches to commence in October running monthly until March 2019. Christmas events were also in hand. A selection of books had been donated to the village hall for residents use. The Hall committee had decided to work towards the Hallmark Quality Standard.

#### **d) Correspondence**

Members Services- railway update / PAS Press release

Rural Services Network News

Rural Bulletin

Pas Planning Peer Challenge review report

CAPALC Bulletin

Lighting agreement – Parish Obligations

North Level District Internal Drainage Board Data Protection Regulations

Email from resident interested in Gritting Training (passed to Cllr Moore)

Invitation for Chair/Clerk to attend Annual Parish & Town Council Round Table each council to provide their top 3 issues that impact their community.

#### **e) Lighting Update**

Clarification for councils agreeing to remaining with FDC they would be provided with a revised service level agreement. Clerk has written to acknowledge Councillors intentions to remain, now awaiting the final agreement

#### **c) Residents' Concerns**

Potholes and lighting both reported

Hedge at corner of Colville Rd obstructing pathway. Cllr Gibbs to investigate

## **94/18 Finance**

**a) Annual Governance Report** – not yet received, agenda item for November meeting.

### **b) Finance Budget Update**

Business / Reserve a/c – including interest of £4.75, total £9508.79

Community a/c, two outstanding invoices for approval

Village Hall rent for planning meeting 31st July and 11th Sept Council meeting £30

Printer inks for printing village report £153.94 including vat £25.66 leaving £8218.24.

*ii) Resolved to approve payment of two invoices Village Hall £30 cheque no 100604*

*Printer inks for printing village report £153.94 including vat £25.66 cheque no 100605. Cllrs approve payment of both cheque's amounting to £183.94*

Councillors agreed to transferring £2500 lighting upgrade and £1000 of lighting maintenance from the Community a/c to the Reserve account until required enabling a small amount of interest to accumulate.

*iii) Resolved to approve transfer to Reserve account of £3500 from Community account for future lighting projects All councillors approved*

On present trend around £2127 is expected as a carry forward to April 2019.

Received CAPALC agreement for General Data Protection Membership Scheme at a cost of £25. Cllr Gibbs queries if this was necessary. Clerk to investigate.

## **95/18 Decision Items**

### **a) Allotments.**

Cllr Clark declared a pecuniary interest as an allotment holder and took no part in the discussion.

Inquires received for both Roman Bank and Sutton Road allotments, both were declined due to parking and no water supply. However, Mr Kublik agreed to take on the tenancies. Allotment holders would be reminded of the agreement for use of allotment land when sending out invoices.

Following discussion that some allotments used for agricultural be transferred to Agricultural Holdings with an increase in the rent of 20%, this was agreed, however Cllrs were not in full agreement, a vote was taken with three approving a 20% rise and one suggesting the rent should be higher, it was approved to increase agricultural holding rents by 20% There would be no increase in garden allotments at present. The agricultural allotment holders to be notified and to sign the new agreements. Next year the length of tenancy would be reviewed for agricultural plots along with a rent review for all allotment holders.

*iv) Resolved to approve change of use of some allotments to Agricultural Holdings and to increase the allotment rent for agricultural holdings by 20% from October 2018. Majority of Councillors approved change of use and increase.*

### **b) Village Trees**

Cllr Moore has surveyed a number of trees in the village and had received a quote for £2033

However it was thought that some trees were not the responsibility of the Parish Council and further investigation was necessary. The council would determine who was responsible for the other trees identified. A cherry tree in Westfield Road was to be pruned at a cost of £370 along with an overhanging branch on the High Road causing traffic problems at a cost of £80.

v) Resolved to approve the pruning of a cherry tree in Westfield Road at a cost of £370 and the removal of an overhanging branch on the High Road £80, Cllrs all agreed.

The clerk would write to the landowner regarding a tree overhanging the village hall car park in need of some attention.

**c) Village Handyman**

Cllr Moore stated that a number of tasks needed attention, a handyman prepared to undertake these tasks would keep the village looking tidy. A number of tasks could be assigned. An annual budget of £500 a year with four hours a month was suggested, this could vary with the seasons, a possible cost of no more than £10 an hour. Councillors agreed to the scheme, proposed by Cllr Clark seconded by Cllr Hoyles and agreed by the Cllrs. Cllr Moore to investigate further and report back at the next meeting.

**d) Parish Charity** -To be carried forward to next meeting

**e) Emergency Plan**

A number of volunteers had come forward, now awaiting training to be organised, Cllr King would contact Cllr Moore with details. Highways would provide some equipment. Cllr Moore sought permission to site another grit bin on the corner of Rectory Road. Cllrs also agreed to £100 being spent on personal equipment where needed.

- Resolved to approve the sum of £100 to be spent on Emergency Plan equipment for personal use. All Cllrs agreed.

**f) Annual Report** – draft report circulated before the meeting, contacts for reporting faulty lighting and potholes to be included. Clerk to print report for circulation with the village newsletter. Report accepted by Cllrs

**g) Playing field**

Clerk had received a verbal quote for the cost of cutting the area, if the wooden ramps were replaced with grass. This would need to be completed by hand machine and depending on size, cost estimated to be around £10 per cut. Final decision to be made in March 2019. It was also agreed to retain the poppy meadow and support a wildflower meadow, further details at November meeting.

Clerk to query cost of removal of vegetation from dyke by grounds maintenance. Following discussion on the dyke and the cost of removal of vegetation the Council would write to remind residents that the disposing of garden refuse in the dyke and the use of weed killer were not permitted on Parish land. Final discussion at next meeting when costings received.

Cllr Gibbs stated that a number of favourable comments had been received regarding the poppies growing throughout the village.

**h) Playing field inspection**

Cllr Clark stated that the cable runway rubber tube was damaged and ramps were slippery.

**i) Councillor to check play equip** - Cllr Wilkinson Sept /Oct

**j) Monthly meetings**

Further discussion to be considered as to whether more meetings were required

**96/18. Confirm date next meeting** - Tuesday 13<sup>th</sup> November at 7pm

Cllr Gibbs reminded Cllrs that Tydd Pumping Station was to be open at the weekend. 10am – 4pm

Meeting closed at 9.55pm

# 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

Minutes of the Planning meeting held on Monday 22<sup>nd</sup> October 2018 in the village hall at 7pm

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

1. Present

Cllrs Hoyles, R Moore, D Smith, D Gibbs, G Wilkinson P Wilkinson clerk. Also attending residents Mr Colin and Mrs Janice Burton

2. Apologies – No apologies

4. Application for outline planning permission - F/YR18/0085/0 Erection of up to 4 x dwellings involving the formation of 3 x accesses (outline application with matters committed in respect of access) at Land North Of Tewinbury House Mill Lane Newton-In-The-Isle Cambridgeshire. Mr Burton (who was making the application).stated that it was surplus land that had not been used for agricultural purposes for some time and it would be an inclusion within the village, he did not feel that it was an inclusion into the open countryside, it was pointed out that any observations made by the Parish Council to the Planning Department at Fenland did not necessarily have any influence on decisions. Cllr Hoyles thanked Mr Burton for his comments At this point Mr and Mrs Burton left the meeting.

The Councillors discussed the application at length, expressing that this application could extend the village outwards and also set a precedence for further development in Mill Lane. It would be more acceptable to infill with a number of plots that may be available within the village to bring the village together. A vote was taken as to whether this application was acceptable or may set a precedence for future development in Mill Lane. One vote recommended approval of the application and Four votes against approval - stating that it could set a precedence for future development in Mill Lane Newton in the Isle, it was also considered to be outside the village envelope.

Clerk would send in comments to the Planning Department. at Fenland District Council Meeting closed at 7. 30pm

<b>Agenda Item No.</b>	8a	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	13 <sup>th</sup> November 2018	
<b>Report Title</b>	Highways	

1. Pot holes have been reported outside mud croft farm and have been repaired.
2. Residents have reported issues with trees in church lane outside bungalows. High ways trying to clarify who owns trees.
3. Carriage patching and preparation for surface treatment 2019 is due to take place on the 5<sup>th</sup> 6<sup>th</sup> November for mill lane. High Road 7/8/9 November Sutton Road 20/23 November.
4. David and Roger met with high ways on the 27 September to sign up for the community Gritting scheme and the farmers snow clearance scheme. A meeting took place on the 28<sup>th</sup> of October with the volunteers for the gritting scheme to sign the paper work.

<b>Report Author</b>	Cllr Samantha Clark
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<b>8bAgenda Item No.</b>	8b	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	13 <sup>th</sup> November 2018	
<b>Report Title</b>	Village Hall	

### 1. Purpose of Report

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

### 2. Key Issues

The first two Sunday Lunches of the season have now taken place, with a further four dates in the diary from now until March. The seating capacity for these events has been increased to 62, with all places now booked for every date. The financial contribution from these six meals could be as high as £2,000 this year, a sum that exceeds the total raised from the whole year's hall hire.

The overwhelming popularity of the lunches has prompted the Management Committee to explore the feasibility of installing a commercial kitchen, which would enable most of the food to be prepared and cooked in the Hall, rather than being cooked in members' homes and transported to the Hall for serving. Cllr Wilkinson has agreed to develop some proposals for consideration by the Committee over the coming months. Such a scheme would be dependent upon securing external funding from more than one source, but this is a realistic proposition.

The Annual General Meeting takes place on Tuesday 27<sup>th</sup> November at 7.30. Everybody is welcome to attend, as we report on a highly successful year.

Apart from the AGM, all thoughts are now on Christmas, with a Christmas Fair at the end of November, the Children's Party in early December and the Christmas Lights Switch-On a few days before Christmas.

In the New Year, the Committee will be working towards the Hallmark accreditation, taking part in Village Halls Week at the end of January, running a Valentine's Quiz in February and hoping to book a speaker with a royal connection in March.

### 3. Recommendations

The Parish Council notes the report.

<b>Report Author</b>	Cllr Dave Gibbs
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<b>Agenda Item No.</b>	8c	<b>NEWTON IN THE ISLE</b> <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	13 <sup>th</sup> November 2018	
<b>Report Title</b>	Playing Field	

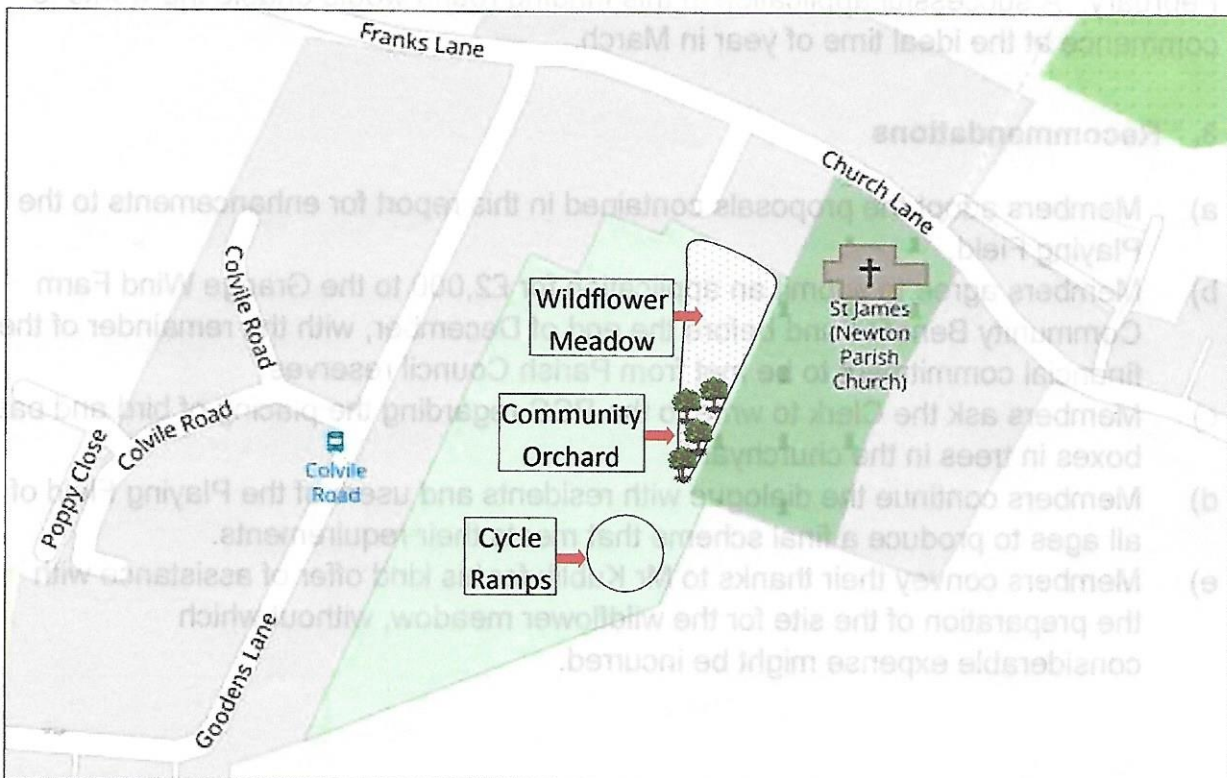
## 1. Purpose of Report

To consider detailed proposals for enhancements to the Playing Field and agree a programme of works for Spring 2019.

## 2. Key Issues

At their September meeting, members approved a recommendation to retain the poppy meadow in the Playing Field and requested detailed proposals for an enlargement of the wildflower area with further enhancements to benefit both wildlife and residents using the amenity (minute 95/18g).

Considering each of these aspects separately, the proposed wildlife element includes an enlargement of the wildflower meadow to approximately 1500m<sup>2</sup>, planted with a native British flower and grass mix, the addition of an area of woodland flowers in the copse, including bluebells, and the purchase of nest boxes for a variety of target species, including the three common owls (Barn, Tawny and Little), bats, hedgehogs, bumble and solitary bees. Provision will also be made for a range of small bird species, such as sparrows, tits, robins, wrens etc. The diagram below shows the proposed layout:-



<b>Report Author</b>	Cllr Dave Gibbs
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The size and location of the wildflower meadow does not encroach onto the football pitch, but makes appropriate use of this under-utilised corner of the Playing Field. The majority of the larger trees along the edge of the Playing Field are located in the churchyard. These trees provide ideal locations for the installation of some of the bird and bat boxes, for which approval will be required from the PCC.

The amenity aspect includes the installation of a large picnic table to encourage families to spend time in the Playing Field, two wooden benches, a small community orchard and the replacement of the existing wooden bike ramps with a selection of grass mounds. These proposals have resulted from ongoing consultation with residents and users of the Playing Field and, in particular, with the families who attended the Family Fun Day at the end of August. The proposed timetable allows for further consultation on specific elements of the scheme.

Mr Kublik has agreed to undertake the necessary work to prepare the ground for the wildflower meadow and several members of the community have volunteered to assist with the other elements of the programme. The plans for the new cycle ramps are being developed in conjunction with a group of young people, including those who made the initial approach to the Council earlier this year. By involving them in every step of the process, we will be able to ensure that the new facility meets their requirements.

The total cost of these works is just over £2,000, of which approximately £1,150 relates to the wildlife elements and £850 to the amenity enhancements. This project is eligible for external funding for its contribution to bio-diversity, community engagement, volunteering and the general wellbeing of residents through greater use of outdoor spaces. The Grange Wind Farm Community Benefit Fund's next deadline for applications is 1<sup>st</sup> January, with grants being awarded at a panel meeting in mid February. A successful application in this funding round would enable the works to commence at the ideal time of year in March.

### **3. Recommendations**

- a) Members adopt the proposals contained in this report for enhancements to the Playing Field.
- b) Members agree to submit an application for £2,000 to the Grange Wind Farm Community Benefit Fund before the end of December, with the remainder of the financial commitment to be met from Parish Council reserves.
- c) Members ask the Clerk to write to the PCC regarding the placing of bird and bat boxes in trees in the churchyard.
- d) Members continue the dialogue with residents and users of the Playing Field of all ages to produce a final scheme that meets their requirements.
- e) Members convey their thanks to Mr Kublik for his kind offer of assistance with the preparation of the site for the wildflower meadow, without which considerable expense might be incurred.

<b>Agenda Item No.</b>	8d	<b>NEWTON</b> IN THE ISLE PARISH COUNCIL
<b>Meeting Date</b>	13 <sup>th</sup> November 2018	
<b>Report Title</b>	Trees	

**1. Purpose of Report**

To report on work completed on tree in Westfield Road

**2. Key Issues**

Work to thin out and make safe one Cherry Tree in Westfield Road has now been satisfactorily completed.

**3. Recommendations**

That the Parish Council continues to monitor the condition of the trees reported on in a previous report, and create an amount available in the new budget to enable them to be worked on by a tree surgeon as necessary.

<b>Report Author</b>	Cllr Roger Moore
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<b>Agenda Item No.</b>	8e	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	13 <sup>th</sup> November 2018	
<b>Report Title</b>	Emergency Plan	

### 1. Purpose of Report

To update the Council on the Emergency Plan to date.

### 2. Key Issues

To date we have seven volunteers for the pavement gritting teams. Six have now signed up to the scheme and the other two will be doing so in the very near future. Once signed up, their paperwork is sent to CCC Highways and appropriate clothing will be supplied, along with new grit bins, machines and grit. We do have to find 'homes' for these, but several places have been considered and the owners of these properties will be approached.

It transpires that we are the first Parish Council to take this scheme on board, hence the long time in finding a contact to get the scheme off the ground. However, now we have the contact they are very keen to assist, and we can just hope this continues – I get the feeling we are now to be used as something of a 'guinea pig' to encourage other Councils to get involved.

We have also signed up two local tractor owner/volunteers as well, Raymond Kublik and Roger Horspool.

### 3. Recommendations

I ask members to note the report and trust that the Parish Council will support this scheme as part of the Emergency Plan as it develops in the future.

<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>	Tuesday 13 <sup>th</sup> November 2018	
<b>Report Title</b>	Correspondence/Lighting update/Residents' concerns	

### 1. Purpose of Report

- a) Correspondence sent on to Cllrs via email

### 2. Key Issues

#### a) CORRESPONDENCE

Members Services- railway update / PAS Press release

Rural Services Network News

Rural Bulletin

CAPALC Bulletin

Lighting agreement

Green Dog Walking Scheme

Training Events for planning

Town and Country Oct Newsletter

Gritting Scheme info passed to Cllr Moore

Strategy Transport Team local event Friday 30<sup>th</sup> November 14030 – 16.30 Awdry House

Ramnoth Road nominate 2 representatives

Clerk correspondence

Audit Commission response attached

Review Polling Places – Feedback form completed for Village Hall local polling Place

### 3. Recommendations

- Lighting agreement attached to Agenda item 9a Finance Report

<b>Report Author</b>	Pat Wilkinson Clerk
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<b>Agenda Item No.</b>	9b	<b>NEWTON</b> IN THE ISLE <b>PARISH COUNCIL</b>
<b>Meeting Date</b>	November 13 <sup>th</sup> 2018	
<b>Report Title</b>	Finance Update	

## 1. Purpose of Report

Update on budget and draft budget for 2019-2020

## 2. Key Issues

3. **Business / Reserve a/c – £13008.79** including transfer of £3500 for Lighting Project.

Community a/c income and outstanding invoices for approval  
 Village Hall rent for planning meeting and Nov Council meeting £30  
 Clerk Salary 544.32 with tax refund to Parish Council of £41.20 this has been deducted from salary.  
 Grounds Maintenance £1382.40 including vat £230  
 D Large. Tree maintenance £450.00  
 Earth Anchors Noticeboard £499.00 plus £99.80 Vat total £598.80 cheque number 100606 previously agreed with allowance of £500 approval for purchase Total cost 3005.52  
 Income- Precept ½ year and CTSG 6621.50 + allotment rent 116.64 total income 6738.14

### **Community account stands at 8450.86**

British Legion Wreath donation basic amount £17. Last year we donated £25.00. amount to be discussed cost not included.

\*Attached Expected budget for 209-19

\*End of Period report for September 2019 attached

\*Clerk queried the Audit Commission as no report had been received, the reply (see enclosed). The Audit Commission were not required to complete a review and did not send a report as we were exempt this year with our income and expenditure not exceeding £25000. See minutes May 8<sup>th</sup> 2018 minutes item 72/18e Certificate of Exemption. Councillors approving this decision

\*Attached draft budget for 2019-20 for discussion. C/F at year end expected to be £3631 with Precept remaining at £13000 expected C/F end of 2020 would be £5140. However we may not receive any Concurrent Grant (1280) and the CTSG will not be given next year 2019 Please consider our Precept. We will discuss this at the meeting along with any suggestions or other expenses not included.

<b>Report Author</b>	Pat Wilkinson Clerk
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\*Also included the Final Agreement for the Street Lighting Contract with FDC for approval and signing see attached. This will run from Aug 1<sup>st</sup> 2018 to 31<sup>st</sup> July 2019 with payment in advance and will overrun into our budget next year by 4 months. I have added £3000 for street lighting FDC see draft budget 2019-2020. Any additional expenses or deductions will be recharged annually

#### 4. Recommendations

**Approve payment of invoices.**

**Consider carry forward and possible cutting of CTSG and Concurrent Grant next financial year including any possible payments not listed**

**Check Lighting Contract for approval at Meeting.**

**\*see attachments**



## Patricia Wilkinson - Newton-in-the-Isle Parish Council

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**From:** SBA <SBA@pkf-littlejohn.com>  
**Sent:** 24 October 2018 13:37  
**To:** parishclerk@newtonintheisle.org.uk; SBA  
**Subject:** RE: Newton in the Isle - External Auditors Report

Dear Ms Wilkinson

Thank you for your email. As the Council exempted itself, we did not complete a review and, therefore, will not be sending any closure documentation or issuing a report.

Should the Council wish for a full review to take place in future years (at a cost of £200 plus VAT) please complete and submit an AGAR Part 3 upon receipt of our instruction email next spring.

We hope this information is helpful and look forward to hearing from you again next year. We have updated our database for the new email address.

Kind regards

### SBA Team

For and on behalf of PKF Littlejohn LLP  
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[sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

For and on behalf of

**PKF Littlejohn LLP**

1 Westferry Circus

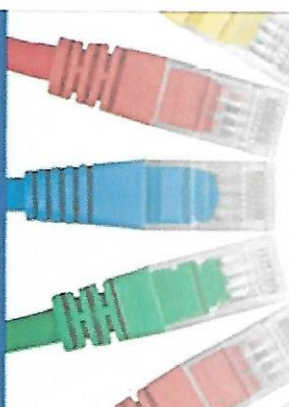
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PKF Littlejohn LLP, Chartered Accountants

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## Parish Street Lighting SLA – Estimated Costs 2018/19

Estimate for Newton Parish Council

Estimate based on 43 Parish Council street lights

### Repairs & Maintenance and Energy Estimate

Activity	Assumptions	Estimated cost
Repairs and maintenance	Minor fault attendance and repair Emergency call out and make safe	£1195
Cyclic activities	Electrical testing (1/6 <sup>th</sup> payable per year) Structural testing (1/3 <sup>rd</sup> payable per year) Periodic bowl cleaning (1/6 <sup>th</sup> per year)	£478
Energy	Proportion of total energy cost	£1315
<b>Total</b>		<b>£2988</b>

### Notes

1. Estimate based on historic repairs and maintenance activity for Parish street lights with tendered rates applied where possible
2. Annual allowance is made for cyclic activities which do not occur every year.
3. No allowance made for significant faults, replacements, or excluded services where costs will be agreed in advance and which will be in addition to repairs and maintenance estimate
4. Actual activity levels and tendered costs will be applied at year end – see SLA for charging details
5. The estimate is based on a full year and will be proportioned to reflect part year.

23.10.18

## Newton in the Isle Parish Council

Bank reconciliation as at September 30<sup>th</sup> 2018

Cash at Barclay's 30<sup>th</sup> June 2018

Balance Community a/c 9027.90

Business Saver a/c      9504.05      £18531.95

Total Community Bank account balance end June 30<sup>st</sup>

Cheques

100601                      44.20

100602                      551.52

100603                      30.00

**Expenditure Total                      625.72**

**Income**

½ year precept                      6500.00

½ CTSG                      121.50

**Income                      6621.50**

Balance end 30 September 2018 Community account 15023.68

Business saver interest 3<sup>rd</sup> Sept                      4.74

Balance end 30<sup>t</sup> September 2018 Business Saver a/c **9508.79**



Expected Budget 2018-19

	Paid	Income					
Carryforward		3656.68					
Precept		13000					
Council tax support Grant		243					
Concurrent Grant		1280					
Peppercorn rent		1					
Donations			1200				
allotments		495.04					
Drainage Board		39.43					
LHI Bid							
Insurance		657.24					
Auditors		204					
Play Equip annual check		100.8					
Play equip Maintenance		431					
CAPALC membership		261.67					
Street lighting upgrades							
Street lighting maintenance			3000				
Cutting Playing field		1152					
ACRE membership			57				
Payroll admin charges			100				
Salary		1611.59	1088.64				
Income tax		44.2					
Misc Admin sundries		44.17	55				
Hall hire charges		110	60				
Maintenance costs/trees		498	150				
annual report		153.94					
noticeboard		499					
Emergency Planning			100				
recycling credit		73.32					
Transfer reserve account		3500					
	9307.04		5810.64	15117.68			
		18749.04				C/F 3631.36	

Draft Budget for 2019-20

	Expenses	Income			
Carryforward 2019		3631			
Precept		13000			
Council tax support Grant					
Concurrent Grant		1280			
Peppercorn rent		1			
Donations	125				
allotments		495.04			
Drainage Board	42				
LHI Bid	2500				
Insurance	658				
Auditors	280				
Play Equip annual check	100				
Play equip Maintenance	500				
CAPALC membership	265				
Street lighting upgrades	500				
Street lighting maintenance FDC	3000				
Cutting Playing field	1152				
ACRE membership	60				
Payroll admin charges	100				
Salary	2064				
Income tax	100				
Misc Admin sundries	120				
Hall hire charges	200				
Maintenance/Playing field costs	200				
annual report	200				
tree maintenance	1000				
Emergency Planning	100				
recycling credit					
Maintenance worker					
Transfer reserve account					
	13266	18407.04			C/F 5140.04