

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 9th July 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

- | | | |
|------|----|---|
| 7.00 | 1 | Apologies |
| | 2. | Public Forum |
| 7.15 | 3. | Chairman's Announcements |
| 7.25 | 4 | Minutes of previous meeting 6 th June
a) Approve minutes previous meeting
b) Matters arising |
| 7.35 | 5. | County and District Councillors Reports |
| | 6 | Police Matters |
| 7.50 | 7. | Reports for information previously circulated
a) Highways– Cllr Clark
b) Village Hall - Cllr Gibbs
c) Playing Field – Cllr Wilkinson
d) Streetscape – Cllr Moore
e) Allotments/Rights of Way- Cllr Nunn
f) Emergency Plan – Cllr Jones
g) Handyman Update - Cllr Moore
h) Correspondence /Finance – Clerk |
| 8.35 | 8. | Finance- Clerk
a) Approval of payments/ account status
b) Community Account
c) Reserve Account |
| 8.45 | 9. | Items for Decisions
a) LHI Bid
b) Cllr to check play equipment for July/ August
c) Street Lighting Survey
d) Adopt Standing Orders and Financial Regulations |

- e) Emergency Plan
- f) Pub Survey

10. Approve date and time of meeting for September 10th 2019

Clerk P Wilkinson

NEWTON IN THE ISLE

PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 6th June 2019

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.

Present

Cllr's D Gibbs, R Moore, J Hoyles G Wilkinson, also Ed Jones and a resident K Simpson

Apologies
Cllr S Clark

150/19 Public Forum

The Chair welcomed Mr Simpson who although attending the meeting stated he wished to observe a Council meeting as a new village resident

151/19 Councillor Nominations - Agenda item 8

This agenda item was brought forward

The Chair explained that two residents had expressed an interest, Ed Jones and David Nunn, who was not able to attend. The Chairman stated he was satisfied that both residents would be an asset to the council. The Chairman nominated both members Ed Jones and David Nunn to be Co opted as Councillors, this was seconded by Cllr Wilkinson and agreed by all Councillors present. The Declaration Forms and Registers of Interest to be completed. The clerk would organise the documentation.

152/19 Minutes of Previous meeting

Circulated prior to the meeting. These minutes of 10th May were accepted as a true record and approved by the Councillors.

a) Matters Arising

Three deck boards had been replaced on Black Dyke bridge, Cllr Gibbs would check with the County Asset Team as to whether any further repair was deemed necessary.

b) Woadmans Public House,

Cllr Wilkinson had completed a draft survey for circulation to determine community interest, this draft would be discussed and would include David Nunn.

LHI Bid for 2020 was due to be submitted in late July, this would be discussed at the next meeting.

Flu Clinic for both Newton and Tydd residents was confirmed to take place at Tydd community centre in October further information to follow.

c) Chairman had written to property owners in both Mill Lane and Chapel Lane regarding the hedging and tree encroaching on the highway. If no reply was received Highways would be contacted. Mill Lane was due to be resurfaced shortly.

The outcome of the Village Hall Lottery Bid was expected shortly.

d) Playing Field

Cllr Gibbs stated that the wild flower seeds were beginning to grow.

Healthy Fenland Bid had been submitted for adult exercise equipment for the playing field. A decision may be sometime.

153/19 Internal Audit Report

Circulated prior to the meeting.

Conclusion of the Audit recorded that there were no issues to be identified warranting formal comment or recommendation. Cllrs approved the report.

Cllr Hoyles congratulated the clerk and she was also thanked by the Chairman's for her work on the audit.

154/19 Approval of Governance Statement

Cllr all approved the of Governance Statement for 2018/19

i) Resolved to approved the Governance Statement for 2018/19 as a true record. Cllr's all agreed to approval

155/19 Approval of Accounting Statement

Cllrs all approved the of Accounting Statement for 2018/19

ii) Resolved to approved the Accounting Statement for 2018/19 as a true record . Cllr's all agreed to approval

156/19 Review of Allocation of portfolio responsibilities

Five Key Responsibilities

Planning -Cllr D Gibbs

Highways – Cllr S Clark

Playing Field – Cllr G Wilkinson

Streetscape/ Street Lighting - Cllr R Moore

Emergency Planning – Cllr E Jones agreed to take on this responsibility

Other Tasks

Finance - General financial overview – Cllr J Hoyles

Allotments/ Public Right of Way -

Website and Communication – Cllr D Gibbs

Representation

Village Hall – Clerk to write to Village Hall Management Committee to confirm Cllr R Moore, as the Parish Council representative.

Parish Charity – Cllr D Gibbs

157/19 Date and Time of Next meeting

Tuesday 9th July at 7pm

Meeting closed at 8.10pm

Agenda Item No. 7a

Meeting Date July 9th 2019

Report Title Highways

1. Purpose of Report

Cllr Clark and Cllr Gibbs went out and looked at pot holes in the village. Reported Gypsy Lane, Chapel Lane and Fen Road.

A local farmer has offered to cut the tree in Mill Lane the resident is happy for this to happen this will take place before the top dressing of Mill Lane. The local farmer has cut Black Dyke Lane as this was very overgrown. The residents were very that this has been completed.

Top dressing is to take place on the High Rd and Mill Lane scheduled to be done in 3 weeks time weather permitting.

NEWTON IN THE ISLE

PARISH COUNCIL

Agenda Item 7c

Meeting Date Tuesday 9th July 2019

Report Title Playing Field

1. Purpose of Report

Consider proposals for continued maintenance and improvements

The wildflower meadow has been seeded, completion of this project will follow in due course, including the siting of a picnic bench.

The drainage on the western boundary has been partly cleared by the Payback team and have been asked to return and complete the job. They also did some clearance work in the copse area.

We are awaiting a report from the Drainage Board with regard to the possible infilling of this drain.

Play equipment is routinely monitored and is in good order except the zip wire which requires attention.

Fenland Leisure Products who installed the equipment, have visited the site and have recommended that the tension is adjusted and the travelling block repaired as it does not brake efficiently, this involves taking down the wire to remove the block, the rubber sleeve would be attended to at the same time.

Estimate received from Fenland Leisure Products:	New Parts	£89.00
	Labour	£375.00
	Total	£464.00 plus vat

A large tree in the copse area appears to be dead and will require removal at some point.

Dependant on grant aid, it is hoped to install outdoor fitness equipment near the play area

Recommendations

Council to approve expenditure of £556.80 (inc vat) on Zip Wire repair
Add tree work to similar future work in the village

Report Author Cllr G Wilkinson.

Agenda Item No.7d

Meeting Date 9th July 2019

Report Title

Streetscape

1. Purpose of Report

To report on Streetscape and Lighting issues to date.

2. Key Issues

Trees/Hedges – As per the approved schedule, one tree has been removed as it was dead, another two have been cut back and tidied, all in Westfield Road, a large branch overhanging the gateway into the Playing Field in Goodens Lane has been removed, and the cherry tree at the Goodens Lane junction has been thinned out and awaits topping out in order to clear the telephone cables. There is an issue with a tree getting overgrown in Colvile Road, and this will be dealt with in the near future.

Handyman – Due to bad weather, the grass has not been cut for several weeks but this is in hand and if not already dealt with, will be so very shortly.

Street Lights – I have been given a map of all street lights in the Parish, and They will be checked on a 3 or 4 weekly basis. Faults are reported on-line.

Verges – There are two contracts for this and they are Village Cut and Connecting Lanes. Both are cut in April/July/October, but if they become too Overgrown in between these times they do need reporting.

Waste/Dog Waste Bins – All bins are in place and in fair condition. There is a Dog Waste bin in Hogens Lane/High Road junction that has become hidden in Ivy and is almost green with Verdigris. I will arrange for this to be cleaned and exposed in order that it is visible shortly.

Benches – We currently have three benches, all of which are in need of some Attention. I will attempt to get these dealt with by the Autumn. We do have a fourth bench hidden away 'off site' that could be tidied up, but currently have nowhere that it is needed.

Bus Shelter – The bus shelter is in reasonable condition, but is checked Regularly.

Agenda Item No.7d

Meeting Date 9th July 2019

Report Title

Streetscape

Planters – Four planters are to be placed adjacent to the two benches in the High Road. This is being dealt with by the Newton Street Pride Group with the aid of a grant. This work will be completed before the end of July.

3. Recommendations

That the Parish Council notes this Report.

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3. Recommendations

That the Parish Council notes this Report.

Agenda Item No.7e

Meeting Date Tuesday 9th July

Report Title

Allotments and Public Rights of Way

1. Purpose of Report

To update members on any issues related to Allotments and Public Rights of Way.

2. Key Issues

One of the allotments on Newton High Road does not appear to have been cultivated or maintained for some time, which is likely to cause problems for the neighbouring plot, with the transfer of weeds, nettles etc. over time. The Parish Clerk has kindly updated me with the background to this issue.

Black Dyke Bridge is dangerous to walkers, cyclists and horse riders after even moderate rainfall and there is a real possibility of a serious accident occurring unless something is done to make it safer on a permanent basis.

The large manhole cover that was used as a temporary repair when some of the boards on the bridge were damaged, has been left down the side of the bridge by the sluice gate on the Tydd side of the drain. This could cause injury should anyone accidentally slip or fall down the embankment.

3. Recommendations

Representative of the Parish Council to speak to the tenant of the High Road allotment, to enquire if it is his intention to carry on with the tenancy from 1st October 2019 and to politely request that the allotment is maintained as per the tenancy agreement.

Methods of making Black Dike bridge safer are investigated.

Manhole cover is removed as soon as possible.

1. Purpose of Report

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2. Key Issues

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Methods of making Black Dike bridge safer are investigated.

Manhole cover is removed as soon as possible.

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Agenda Item No.7h

Meeting Date Tuesday 9th July 2019

Report Title Correspondence

Purpose of Report

- a) Correspondence sent on to Cllrs via email

1. Key Issues

a) Correspondence

Concurrent Grant notification change of payment from two half yearly payments to one full year payment.£1280. received

Councillors contact list circulated

Surface Dressing dates High Road 18/July . Mill Lane 18/July

LHI Bid closing date for applications August 4th - S Clark

Planning applications

F/YR19/0515/F Part retrospective Agricultural building Fen Road.

F/YR18/08/0 Appeal for 4 houses Ind north of Tewinbury House Mill Lane

To be discussed at planning meeting on July 9th.

Resident contacted FDC to report damage to bus shelter in Goodens Lane, FDC passed to Parish Council as it is our bus shelter guttering damage.

Request received for a donation from MAGPAS Air Ambulance.

2. Recommendations The Parish Councillors note the report

NEWTON IN THE ISLE

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Agenda Item No 8

Meeting Date Tuesday 9th July 2019

Report Title Finance

1. Purpose of Report

Approval of payment of invoices and update on budget

2. Key Issues

Business Reserve a/c £12027.30 including interest in June £6.08

Community a/c £16373.77

income includes late allotment payment £189.20

* Concurrent Function Grant £1280.00 (not included).

Invoices for payment approval

D Large tree maintenance £860.00

Village Hall hire charge two meetings June/July £40.00

Lap top £240.83 plus £48.17 vat.

Admin expenses including ink/paper and stamps £57.60

Clerk salary £567.92

Auditing Solutions £175 plus £35.00 Following June 6th meeting

Cllr Gibbs to contact company .re cost. Awaiting payment.

Query invoice for Handyman not yet received.

Approval quote for Zip wire repair .£464.00

3 Recommendations

Approve payment of invoices and Quote for repair of zip wire.

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NEWTON IN THE **ISLE**

PARISH COUNCIL

Agenda Item No. 7f

Meeting Date July 9th 2019

Report Title Emergency Plan (draft 1)

1. Purpose of Report

Develop an emergency plan for Newton in the Isle

2. Key Issues

See attached documentation as a first draft of the emergency plan

Each scenario will be accompanied with its own flow chart of procedure, this will be included in the second draft

3. Recommendations

The allocation of roles for the first draft pyramid needs to be completed and the clarification of contacts for people outside of the council itself.

An acceptance of the format of the plan or alternative format agreed to allow the production of the second draft.

Contents

1. What is an emergency?
2. What is the aim of this plan?
3. Use of the Village Hall
4. List of events covered in this plan in this plan?
5. Useful contacts

What is an emergency?

Emergencies have a variety of causes and effects. No two incidents are exactly the same. They can be either man-made or natural.

They can take place at any time and be caused by a number of factors including adverse weather, animal disease, fire, industrial accident, oil pollution, transport accident, or other events.

Assistance may not be immediately available and in the event that the incident is widespread, or the community is temporarily isolated, you may not receive outside assistance for some time. It is therefore a sensible precaution to have in place a plan for self-help.

What is the aim of this plan?

This plan is designed to give a clear structure to how we as a community deal with emergencies as they arise in our parish.

It intends to

- Provide a coordinated response from the local community.
- Identify key contacts and resources within the locality that may assist the Emergency Services and the local authority.
- Assist the Emergency Services in identifying an initial place of safety for residents should an evacuation of properties be necessary.

- Identify the location of vulnerable people or groups that may require additional assistance.
- Identify local hazards within the community.
- Assist in keeping residents within the parish informed of the situation.
- Assist creating a vulnerable persons team to check on people with potential need in our community.

The Village Hall will be the designated place of safety for responses to most emergency situations arising within the parish. In the event of the Village Hall being out of action the focal point will be the Church.

Emergency situations are a rare occurrence but there is a need for a clear plan of action should one happen in our Village or its surrounds.

For the purpose of this plan, strategies are laid out for the most likely of emergency situation but it is assumed that should an event arise that is not directly covered by this plan, one that is laid out would be adapted to suit the needs of the crisis.

Use of the Village Hall (Village Hall action plan)

The Village Hall has been designated as the place of safety, to this end it will provide residents with the following

Light

In the event of long term loss of electricity wind up and battery torches and lanterns will be used within the building for residents to be in a place where light is available. It is not envisaged for these to be taken away from the building as it is the place of safety.

Electricity

A portable generator to be used to provide a temporary electrical supply for those managing the place of safety

Excessive Heat of cold

Fans or portable air conditioning units will be available to provide a cool environment during periods of excessively high temperatures.

Gas bottle heaters will be available during periods of extreme cold should residents be unable to heat their own homes.

Water

Water bottles will be available should fresh water not be available to parts of the parish for any significant time.

Food

In extreme situations simple food such as soup, tea, coffee and squash will be provided with the use of gas rings should there be a lack of electricity.

Accommodation

A supply of clean blankets will be provided in the Village Hall should residents be unable to return to their homes to sleep.

Following is a short list of essentials that need to be provided to facilitate the above.

- Wind up torches/lanterns
- Battery torches/lanterns
- Portable generator and fuel
- Sockets for generator
- Electric desk fans
- Portable air-conditioning unit
- Gas Bottle heater (possibly loaned from the Church)
- Bottled water (Supply should arrive if there is a lack of water for a significant period)
- Gas ring and bottle of gas
- Large kettle
- Electric urn (Village Hall kitchen)

- Tea, coffee, sugar, milk Squash and powdered soup. (The dry goods could be purchased and if they are reaching their use by date donated to food bank to avoid wastage)
- Dry clean blankets

Events covered in this plan

- **Significant periods of extreme temperature**
- **Excessive snowfall**
- **Flooding**
- **Long term loss of electricity**
- **Large scale fire**
- **Wind damage**

- **Significant periods of extreme temperature**

- **Heat**

For extended periods of extreme heat there will be a requirement for fans and cold water to be made available in the Village Hall.

Vulnerable persons will need to be checked on by the vulnerable persons team.

Transport to the Village Hall as required.

- **Cold**

For extended periods of extreme cold Hot drinks and heaters will need to be made available in the Village Hall

Transport of Heaters from the Church if required

Vulnerable persons will need to be checked on by the vulnerable persons team.

Transport to the Village Hall as required

- **Excessive snowfall**

Roads will need to be cleared using tractors

Footpath gritting team deployed

If required Village Hall action plan instigated

Vulnerable persons will need to be checked on by the vulnerable persons team.

4x4 users to assist with transport to the Village Hall as required

- **Flooding**

If required Village Hall action plan instigated

Vulnerable persons will need to be checked on by the vulnerable persons team.

4x4 users to assist with transport to the Village Hall as required

Emergency services contacted

Local council contacted for sandbag information

- **Long term loss of electricity**

Village Hall action plan instigated

Vulnerable persons will need to be checked on by the vulnerable persons team.

Network power brought in for advice

Generator installed at Village Hall

- **Large scale fire**

Emergency services contacted

Village Hall action plan instigated

- **Wind damage**

Village Hall action plan instigated

Vulnerable persons will need to be checked on by the vulnerable persons team.

Network power brought in for advice if required

Generator installed at Village Hall if required

Roads cleared by chainsaw gang

Tractor s used to help clear fallen trees

Clearly each of the above scenarios cannot be seen in isolation as the occurrence of one event may have an impact on another.

Community emergency coordinator

Vulnerable persons team
coordinator

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Home visits	4 x 4 team	Village Hall staffing	Heating Lighting	Water supply	Chain saw team	Gritting team	Snow clearance
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Useful telephone numbers:

<i>Emergencies (Police, Fire, Ambulance)</i>	999
Cambridgeshire Police (non emergency)	101
Cambridgeshire Fire & Rescue (non emergency)	01480 444 500
Cambridgeshire County Council	0345 0455200
Fenland District Council (FDC)	01354 654321
FDC Emergency Planning Team	01354 622353/622441
NHS 111 (medical helpline for less urgent than dialling 999)	111
Environment Agency Flood Line	0345 988 1188
Environment Agency Incident Line (e.g. pollution)	0800 807060
National Grid - report a gas leak	0800 111 999
UK Power Networks - report a loss of electricity	0800 316 3105
Anglian Water - report a loss of water supply	03457 145145
Anglian Water - report a water leak	0800 771881
British Telecom - report telephone line faults	0800 800 151

Useful Websites:

Fenland District Council

www.fenland.gov.uk

UK Resilience

www.cabinetoffice.gov.uk/ukresilience

Preparing for Emergencies

www.direct.gov.uk/en/HomeAndCommunity/InYourHome/Dealingwithemergencies/Preparingforemergencies/index.

Environment Agency

www.environment-agency.gov.uk

Cambridgeshire Constabulary

www.cambridgeshire.police.uk

Cambridgeshire Fire and Rescue

www.cambs-fire.gov.uk

Met Office

www.metoffice.gov.uk

