

NEWPORT PARISH COUNCIL

Minutes of the Meeting of the Council held at 7.00pm on Monday, 3rd August, 2026 at Church House, Newport

<u>Present:</u>	Cllr H. Bowman	(HB)	(Chairman)
	Cllr S. Amos	(SAm)	
	Cllr S. Ayles	(SAy)	
	Cllr K. Gordon	(KG)	
	Cllr M. Hannant	(MHan)	
	Cllr S. Trimmell	(ST)	

In attendance:

Mrs C. Griffin	Parish Clerk
Miss J. Stevenson	Assistant Clerk
Mrs. E. Edwards	Responsible Financial Officer
4 members of the public	

26/060 Apologies for absence

Apologies were received from Cllr J. Emanuel (on holiday), Cllr M. Hadfield (private commitment), Cllr H. Feest (personal commitment), Dist Cllr N. Hargreaves and Cty Cllr R. Gooding.

26/061 To receive any ‘pecuniary’ or ‘non-pecuniary’ interests relating to items on the Agenda

SAm declared an interest in 26/068.6.

26/062 Chairman's comments

The Chairman reported that:

- We need to confirm the booking with Councilwise for the training course on 12th October, the date agreed at the last meeting. All members present said they could attend (ST will have to leave at 3.00pm). The Clerk will contact members not present and book Church House from 10.00m to 4.00pm.
- The Caretaker and I installed the defibrillator at the Coach & Horses last week.
- When we obtain professional advice we should take the advice and that includes the Auditor and the Parish Clerk. Any decision to overrule that advice should be agreed at a Council meeting.
- Working groups are informal and they do not make decisions. They should present their proposals to the PC as they must ratify decisions. MHan pointed out that the Fete Committee should be an exception and the Chairman said this will be discussed further.
- The Chairman invited MHan to give an update following a response on the Essex Early Years 106 funding.

MHan said he has been advised that the S106 funding from the Hills development has been allocated to Rickling to start a new Nursery School. MHan said he feels the system was flawed and the process they followed was incorrect. He will draft a response to Cllr Gooding and circulate.

26/063 Public Representations

Members of the public raised the following:

- Is the payment for repairs to the MUGA covered by insurance or how is this going to be funded.
MHan will investigate and the insurance policy will be checked.
This is being paid by the PC.
- The repairs to the pedestrian crossing near the parish office should be chased. We need the belisha beacon reinstated urgently. It is dangerous.
- The repainting of all the crossings will be chased.
- The flood lights at JFAN will be raised at the next meeting.
- The condition of Whiteditch Lane is getting worse. The email has been received from Cllr Gooding which was mentioned at the last meeting. He was asked to name the three worst roads in his area and he named Whiteditch Lane. He was advised that it had been identified as a Public Right of Way and not an adopted road. Ray is contesting this and it will be backed up.
- Some residents of Whiteditch Lane have received a letter from UDC stating that it is difficult to access the street safely and collect residents' bins owing to trees, hedges and vegetation from private properties hanging over the road.
Everyone on the west side is denying responsibility for the land. Could that be investigated please.
The Clerk reported that this has been taken up with Cllr Gooding and he has advised that if the vegetation emanates from private land adjacent to the road it is the responsibility of the landowners. As riparian owners it is their responsibility.
The Chairman emphasised that the PC can only report to Essex Highways.

26/064 To receive reports from District and County Councillors

Cty Cllr Gooding was unable to attend.

Dist Cllr Hargreaves was unable to attend and had circulated a report.

26/065 To approve and authorise the Chairman to sign the Minutes of the Meeting held on 6th July, 2026

Following minor amendments to item 26/044 and 26/051 it was resolved that the Chairman should sign the minutes as a correct record.

Proposed: SAY Seconded: ST All agreed.

To approve and authorise the Chairman to sign the Minutes of the Extraordinary meeting of the Council held on 13th July, 2026

It was resolved that the Chairman should sign the minutes as a correct record.

Proposed: SAm Seconded: MHan All agreed

26/066 To receive the minutes of the HR meeting held on 1st July 2026.

The minutes were received.

Following the employment of additional Caretakers, MHan said the budget needs to be looked at. HR to provide a costing. MH expressed his support for the pension scheme. The HR Committee will deal with these.

26/067 To receive the Clerk's Report, circulated prior to the meeting.

Duly received. [Please click on the following link to the Clerk's report.](#)

At the meeting the following updates were given:

- E-on Next inspected the poles at the bottom of Bury Water Lane and have advised that the ivy is low risk. It will be removed by them but no date has been set.
- With regard to the areas managed by Riga, Mr. Brown has not replied to messages.
- A reply was received from Sanctuary Housing today concerning the proposed terms of the licence for 10, Frambury Lane. A three-year peppercorn licence agreement has been proposed. More details should be available by the end of August.
- Saffron Walden Town Council have been asked to provide details of the number of people using the new free Shopper Bus.
- When the Emergency Plan template is received, a small group including the Chairman and ST will work on this. ST has highlighted the fire risks during this very hot and dry summer and reported on recent events at the recreation ground. The Chairman will produce some laminated signs stating "No fires or barbeques allowed" and these will be placed on the Recreation Ground and the Common. The Clerk will contact the Scouts and the Youth Club.
- The trees near the Youth Club and on Gaces Meadow. The PC confirmed they would like to the Clerk to obtain quotes.
- The letter received from the Essex & Herts Air Ambulance will be re-circulated. Please let me know if you would like to go to North Weald on 21st October.
- Still no news on whether there will be a Firework event this year.
- Our head Caretaker attended a First Aid course last week. Details of a future Catastrophic Bleeds course will be sent to the Chairman and Caretaker.
- The new car park is now complete. MHan has contacted the solicitor but she is on holiday. The PC would like to get this resolved before the School's return in September.
- The Clerk will report the Giant Hogweed near Bowker Close.
- The Clerk will write to a resident in Bullfields concerning an overgrown Wisteria plant as this is blocking the fire exit. If this is not cut back, the PC may carry out the work but they would pass the cost onto the landowner.
- A new copier has not yet been purchased as we are still not sure what is required.

The Clerk reported on the response received from SLCC after she contacted them regarding waiving a financial regulation.

26/068 Finance

68.1 To receive the Responsible Financial Officer's Report and approve accounts for payment, schedule circulated prior to the meeting.

The payment schedule totalling £7,808.96 below, and extra hours worked was approved.

Proposed: SAY Seconded: SAm All agreed.

Payable to:	Description	Amount	Paid
Staff Salaries	July Salaries	4,334.98	
HMRC	HMRC PAYE M3	931.69	
A & J Lightening	July Maintenance	69.26	
Bankline	Monthly Subscription	20.00	BK
Castle Water	Allotments June Fee	27.01	DD
Castle Water	Sports Ground June Fee	241.77	DD
Councilwise - Dunmow	HR BASICS - EMPLOYMENT LAW HB	60.00	
Councilwise - Dunmow	First Aid Level 3 Certified Course MS	162.00	
Eon	Office DD	27.70	DD
Eon	Sports Ground - 1/5/26 - 21/6/26	367.30	DD
Eon	Sports Ground - 22/6/2026 - 30/6/2026	81.83	DD
Exps-Amo	Car Parking - Allotment Course	5.20	
Exps-Gri	Purchases for use by Caretakers £113.93 Fuel for Equipment £25.00	138.93	
Exps-Gri	Lanyards for Cllrs £9.99/Cloud Storage Upgrade £17.98/Stat £51.70/Card+Flowers M Hammond £15.56	95.23	
Exps-Had	River Group - Ecoli Test	140.00	
Hilbury Turf	To cut Comm/PGRD & GM July	336.00	
NPOWER	June 2026 Fees	277.56	
Pod Point	July 2026 Fees	4.96	
R&R Saggars	Office Rent	300.00	SO
R-TECH	Monthly IT Maintenance	25.00	SO
Saffron Autos	Van Repairs	285.74	
Sage	Payroll Fee July/Aug	16.80	DD
GROSS PAYMENTS	From NPC - Current Account	7,948.96	
DATE	07/09/2026		
SIGNED BY THE CHAIR			
	BANK ACCOUNT		

	29/07/2026		
	NPC-NATWEST CURRENT ACCOUNT	200.00	
	NPC-NATWEST RESERVE ACCOUNT	90,547.51	
	NPC-SAFFRON WALDEN BUILDING SOCIETY A/C	120,091.15	
	REDWOOD BANK	118,518.20	
	CAMBRIDGE BUILDING SOCIETY	120,039.02	
	COMBINED BALANCES	449,395.88	

68.2 To review the accounts for the three months to 30th June 2026.

The accounts for the three months to 30th June which had been circulated prior to the meeting were reviewed.

68.3 To approve the quotation for repairing the MUGA carpet

The quotation for £1,500 was approved by the Chairman and the work has been carried out today.

68.4 To approve the quotation for three directional signs to the Recreation Ground

Details of the signs had been circulated prior to the meeting and it was resolved that the signs should be ordered, cost £645.27 plus VAT (to be funded from street furniture budget)

Proposed :SAy Seconded: ST. All agreed.

68.5 To approve a contribution of £500 towards the free bus service being set up by Saffron Walden Town Council on a trial basis.

A contribution of £500.00 towards the free bus service was agreed prior to the meeting, Details of usage has been requested.

68.6 To agree to provide interim funding from the grant for the Falls Prevention Class (grant of £1,000 agreed at June meeting)

A request had been made to draw on the grant agreed by the PC. Since making the request the group have been advised that £3,000 has been awarded by UDC. MHan will arrange payment for the classes through the Gaces Charity.

26/069 To discuss a request for Section 137 funding for the East of England Ambulance Service Charity

The request had been circulated prior to the meeting, but members felt that unfortunately they were unable to support this.

26/070 To discuss and agree a response to the comments/questions raised at the Shortgrove Conservation Area Appraisal consultation and agree a response to the landowner.

Dist Cllr Hargreaves had circulated his comments. The Planning Work group should arrange a separate meeting to review the comments received and agree a response to the landowner.

UDC will be asked to include this on the October agenda.

26.071 To receive reports/updates on Planning

71.1 To receive a report from the Planning Working Group

(UTT/26/1503/SCO) Land to the south of Wicken Road.

To receive an update on the request for a formal EIA Screening Opinion and Noise Assessment.

The Chairman allowed a member of the Neighbourhood Plan Steering group to report.

We are between the old and new Neighbourhood Plans. Vistry have submitted a request for a screening opinion relating to an application for the west of the village which is not being recommended in the Neighbourhood Plan. If an application for development on the west side should be approved it would not receive support.

An opinion has been given by UDC on the screening opinion and they felt the effects of the development would be significant as to require the submission of a formal Environmental Assessment.

With regard to a Noise Assessment, concern has been expressed because it was felt that when a similar application was submitted in a nearby village, the PC was let down by UDC. When it went to Appeal there was no evidence and the application was approved. Cllr Emanuel has approached Neil Homer and asked whether it would be a good idea for the PC to arrange a noise assessment.

It was proposed, subject to cost and need, that the PC should commission a noise assessment. It was agreed that a quotation should be obtained.

71.2 UTT/26/1302/FUL Solar Farm in Sampford

The PC were contacted as the heavy vehicles use the Debden Road bridge and they cause damage to the roads. Unfortunately, the deadline for replies has now expired.

71.3 APPEAL Ref. 6007058 Land at Five Acres

To receive an update.

The Inspector has been informed of the current situation regarding the Neighbourhood Plan.

71.4 To receive an update on the meeting with Landiplomacy regarding development at Fairfield, Whiteditch Lane.

As the meeting previously agreed was postponed an informal meeting has now been arranged on Wednesday 13th August at 7.00pm at Church House. The residents will be invited.

26/072 To consider updating the Newport Conservation Area Appraisal (Previous appraisal carried out in 2007)

It was agreed that a quotation should be obtained from Place Services.

26/073 To review the Assets needing repair, schedule produced as part of the Asset verification process, and agree action.

It was agreed that initially the Clerk would go through the list with the Head Caretaker and discuss which jobs the Caretakers could handle. The Clerk will report back at the next meeting.

26/074 To receive reports from Working Groups

74.1 Highways Working Group

Quotations have been circulated to the group for the gateway signs and planters for the High Street. The Clerk has been in touch with Cllr Gooding regarding the pedestrian crossings.

74.2 Playground Working Group

Diana Sell Playground - MHan reported that the gap between the playground and the tennis courts needs to be closed off. The Clerk will speak to the caretakers.

LEAP – Two quotations have been received for the fencing. This needs to be completed at the same time as the playground. Details for the signs were discussed and MHan will circulate draft. Details need to be obtained for 3 recyclable benches and the group will obtain some examples.

74.3 Future Development Working Group

The Clerk will circulate some dates for a meeting in September.

74.4 Strategy Working Group

The Clerk will circulate some dates for a meeting in September.

74.5.Newport Nature Group. Review membership and discuss and approve flyer to launch the group

It was proposed that MHan should be added to the membership.

With regard to the flyer to launch the group on 16th September, at 7.00pm at the Coach and Horses, the new email address – naturegroup@newportsex-pc.gov.uk will be added. MHan will arrange to print 2000 copies, cost £100.00, and delivery.

74.6 Newport River Group

As Cllr Hadfield was unable to attend, the Clerk read a reply which the group have received from Anglian Water. No updates on the E-coli testing.

26/075 To discuss and agree a response to Essex Highways regarding the Traffic Regulation Order from Newport Primary School entrance southeast for approximately 83.5Ms

A response will be sent proposing a single red line on one side, with a sign stating restricted hours to cover school drop off times.

MH reported that speed bumps should be installed. Hills are responsible for doing these.

26/076 To discuss items raised at the Sports Committee meeting on 23rd July (Minutes to be received at the September meeting) to upgrade the CCTV camera and fencing to the Croquet lawn

A request was received at the Sports Committee meeting to install a 2M fence with 4M ball catch netting above between the Coquet lawn and the cricket pitch. Although the risk is low it is a Health & Safety issue and we need to obtain quotations. Quotations will be obtained but this will not be done until next year.

It was agreed that the CCTV camera should be upgraded and quotes will be obtained by MHan.

26/077 Items for the next agenda

To discuss the monthly newsletter and video.

To consider having a mobile number for the Parish Council.

26/078 Date of next meeting

The next meeting will be held on Monday 7th September at 7.00pm at Church House. SAy gave his apologies in advance.

The meeting closed at 9.07pm

Signed.....(Chairman)

7th September, 2026

NEWPORT PARISH COUNCIL

Minutes of the Meeting of the Sports Committee held at 7.00pm on 23rd July, 2026 at the Pavilion at Newport Recreation Ground

Present: Cllr M. Hannant (MH) (Chairman)
 Cllr S. Amos (SAm)
 Cllr S. Ayles (SAy)

In attendance:

Mrs C. Griffin Parish Clerk
Representatives from the Cricket Club, Scouts and Youth Club

SC26/111 Apologies for absence

Apologies were received from Cllr H. Bowman (private commitment)

SC26/112 To receive any ‘pecuniary’ or ‘non-pecuniary’ interests relating to items on the Agenda

MH declared an interest in SC26/118. SC26/120 and SC26/124. SAm in SC26/124.

SC26/113 Chairman’s comments

The Chairman reported:

- We verified that all water meters are working.
- The work has been done on the drainage from the recreation ground to the Hills development and as far as we know the problem has been resolved. Hills will have to come back and fix it if there should be any problems in future.
- Hills will be finishing the building work in two weeks by which time the car park should be handed over.
- I have focused on the playground in the last two weeks and have made progress. In two weeks’ time 60% of the new properties should have been sold.

SC26/114 Public participation session

No members of the public present

SC26/115 To approve the Minutes of the Sports Committee meeting held on 19th January, 2026

The minutes of the meeting were approved as a correct record.

Proposed: SAm Seconded: SAy

SC25/116 General Maintenance and Security. To receive updates on the following

116.1 Cheap motion sensor lights to be fitted to garage – C. Rix

No progress at present.

116.2 Shed alarm to be fitted to the garage – C. Rix

No progress at present.

116.3 Relocation of Glen Howard memorial bench

The memorial bench will be placed close to the cricket ground.

116.4 Croquet Club Fence replacement - M. Hannant

MH had circulated an update. There is a Health and Safety issue regarding cricket balls landing in the Croquet lawn. Fencing 2m high, plus 4m high ball catch netting would cost in excess of £20,000. To be raised at next PC meeting.

116.5 Recreation ground signs – H. Bowman/Clerk

The Clerk reported that she has obtained a quotation for signs – two double sided signs in green to be placed on the existing columns at the bottom of Frambury Land and the Frambury Lane/Wicken Road junction, and one single sided sign to be fitted on a new post and installed on the bank at the top of Frambury Lane. Order to be obtained at next Parish Council meeting.

116.6 Entrance doors, mould in the shower block and changing room ceiling – M. Hannant

Work on the entrance doors has been completed, mould in the shower block is still outstanding.

116.7 Portacabin roof assessment – M. Hannant

The roof has been fixed.

116.8 Repair of Soakaway – M. Hannant

The soakaway has been repaired.

116.9 MUGA Repairs – M. Hannant

The goal has been repaired. A quote of £1,500 has been obtained for repairing the carpet which is awaiting Parish Council approval.

116.10 Security light on Portacabin - M. Hannant

The Clerk will contact the PC Chairman for an update.

116.11 CCTV upgrade – M. Hannant

It was suggested that the existing camera is upgraded to an ANPR type camera.

116.12 CCTV MUGA - M. Hannant

The Youth Club have suggested the ANPR camera.

116.13 Cricket cover repair and storage - M. Hannant

The cover has been repaired.

116.14 Car Park pothole – M. Hannant

The pothole has been repaired.

SC26/117 General Maintenance and Security. To consider any further works required.

The Chairman reported that the gap between the Youth Club and the Scouts has been completed.

The Scouts will investigate various options for seats at the fire pit. Metal tops were suggested. A CCTV camera will be placed in an appropriate location.

SC26/118 To agree Service Charges to be billed for 2025/26

Full details had been circulated prior to the meeting.

It was proposed that the following invoices should be sent for 2025/26:

Youth Club	£1,075.24
Croquet Club	£2,084.88
Proposed: MHan	Seconded: SAy

SC26/119 To receive an update on Utility Costs 2026/27

All clubs were asked to supply a meter reading.

Readings received resulted in the following costs:

Youth Club	£49.18
Scout Hut	3.34
Pavilion	77.25
Croquet Club	718.80 (estimated)

The electricity contract is due for renewal. The Chairman gave details of E-on rates and standing charges for two-year and three-year contracts. It was agreed to renew with E-on for two years unless a more competitive rate can be obtained.

The Youth Club representative will send details of British Gas rates.

SC26/120 To review the allocation of Sports Committee Reserves

The Chairman advised that nothing has changed since March and total reserves are £9,215.26, details as follows:

Shutter/Doors – Rob Nicholl	£1,800.00
Portable Wheelchair ramp	400.00
Football Club	1,145.00
General	5,870.00

The Cricket Club representative will discuss with other members of the club but generally it is thought that reserves should be spent on items/facilities which will be of benefit to both clubs.

SC26/121 To receive an update on the disposal of the old roller

No report from C. Rix who is dealing with this.

SC26/122 To receive an update on the meetings/discussions with Hills regarding ball catch fencing, bridleway improvements and drainage

The Chairman had circulated minutes of the last meeting with Hills on 20th July. The development should be completed in two weeks.

With regard to the bridleway, this will be adopted by ECC as a highway and they are proposing to instal double red lines which will mean no stopping at any time, whereas a single red line would be sufficient. The Chairman urged everyone present to reply to the consultation.

The pitches have been re-seeded which has greatly improved the cricket area.

The ball catch fencing has not yet been completed as Hills need to engage a contractor.

SC26/123 To receive an update on the location of the LEAP (Playground)

The Chairman reported that the revised planning application has been approved. The order for the LEAP has been submitted and it should be completed by Autumn half-term . We need to appoint a contractor for the additional fencing but this will not be

done until after the cricket season has finished.. The cricket representative said the score board could be moved forward.

SC26/124 To receive an update on the proposed Community Café

The Chairman reported that the Community Café will not be going ahead which is disappointing. He is planning to visit a community café in Thaxted next week.

SC26/125 To receive an update on extending the licensing hours

If a Community Café does go ahead at some stage they would take over the license. Therefore, no action will be taken at the moment.

SC26/126 To receive an update on the Croquet Lawn extension

As there was no representative from the Croquet Club present, there was no update.

SC26/127 To receive an update on the management of the football pitches

The grant received has been spent and this has significantly improved the pitches.

SC26/128 To receive reports/updates from the clubs that are tenants of the Recreation Ground

Scouts

The representative reported that the Scout group have joined up with Clavering. The group is still the same organisation and includes the Beavers and Cubs but it was necessary to amalgamate the two as we cannot get enough parents and volunteers to run individual groups. We have a maximum of 15 children per session and there is a waiting list. The Brownies still use the Scout hut on Fridays.

Youth Club

The representative reported that grants were received from the Pharmacy, Newport Stores and Stansted Airport which were used to install a big window on the side of the building. This has made a considerable difference. At some stage we hope to do work on the back of the building and estimates are being obtained for painting but we may also look at cladding.

A quote is required for reducing and facing back the hedge/ trees at the side of the building. The Parish Clerk will obtain a quote from the PC's contractors and the Youth Club will obtain an alternative price. Attendance is between 20- 30 on Wednesdays and Thursdays. Volunteers are still required.

Cricket Club

The representative reported that the season is going well. Although we lost a couple of players these have been replaced. For the first time, ladies have started to play. We held the "Legends" night a few weeks ago which was a great success and, in future, we hope to expand this to include the community. The pitch is much improved this year. We will need to look at storage for the winter.

Football Club

The Chairman reported that last season was very successful. We had three teams and two won their leagues. The number of players remains good and the future looks very bright.

We need someone to run the bar on Saturday afternoons.

There has been an issue with the Saffron Walden Youth Football Club relating to pitch inspections.

SC26/129 To discuss any urgent matters of interest to the Sports Committee and Clubs

The Clerk said reports have been received of people camping on the recreation ground from Wednesday to Saturday and a request has been made for “No camping” signs. It was felt this was an isolated incident and no action will be taken.

SC26/130 To agree the date of the next meeting

It was agreed that the next meeting would be held on Thursday, 1st October, 7.00pm at the Pavilion.

The meeting closed at 8.35pm.

.....Signed

Dated: 1st October, 2026.

NEWPORT PARISH COUNCIL

Minutes of HR Committee Meeting held at 10.00am on Monday, 24th August 2026 in the Parish Office, Waterloo House, Newport

Present: Cllr H. Bowman (HB)
 Cllr S. Ayles (SAy)

In attendance:

Mrs C. Griffin	Parish Clerk
Mr. M. Saville	Head Caretaker (for 26/059 and 26/060)

26/056 Apologies for absence

Apologies were received from Cllr Amos.

26/057 To receive any pecuniary and non-pecuniary interests relating to items on the Agenda

No interests were declared.

26/058 To approve the Minutes of the Meeting of 1st July, 2026

It was proposed that the Chairman should sign the minutes of the last meeting.
All agreed.

26/059 To receive an update on the new Caretakers and agree a budget

The Head Caretaker gave an update on the current situation with the new Caretakers. It is estimated that the annual budget for the two caretakers will be in the region of £8,000.

Contracts of employment and letters were discussed and agreed. The Clerk will draft and send to members of the Committee for approval.

26/060 To receive an update on the list of assets needing repair following a review by the Parish Clerk

Several of the items on the list have already been dealt with by the Caretakers and others will be completed in the next few weeks, weather permitting. It was noted that the pillars on the Retreat will be replaced, the machine gun post will be made more visible. The Garage and Cricket Wicket covers should be dealt with by the Cricket Club and the Youth Centre buildings by the Youth Club. All Playground equipment should be dealt with by Kompan.

26/061 To confirm the date and arrangements for the in-house training

The Clerk reported that the date, Monday 12th October, has been confirmed with Councilwise. All nine Councillors have confirmed they will attend. Training could start at 9.30am if more convenient. Church House will be booked and Kappa will be asked to provide lunch, the Clerk will deal with other refreshments.

26/062 To receive an update on the Local Government Pension Scheme and agree next steps

The Clerk reported on the information received. It was agreed that the Council should join the NEST pension scheme and the Clerk will liaise with the RFO regarding opening.

26/055 Any other staffing matters

- The Clerk reported on the outstanding items on the Internal Auditor's report for 2025/26. An Internal Control Policy has been drafted and will be included on the agenda for the meeting on 7th September.

The meeting closed at 11.25am.

Clerk's Report for Meeting on 7th September 2026

Consultation on the Newport Quendon & Rickling Neighbourhood Plan 2

The consultation finishes on 7th September 2026. The plan has successfully passed regulation 15 and is now at regulation 16 public consultation for eight weeks (due to the summer holidays). One resident, who does not have online access has been to the office requesting information and this has been printed for her.

Shortgrove Conservation Area Appraisal

The response, prepared by Cllr Emanuel has been forwarded to Place Services and UDC. The landowner visited the office last week and his comments have been circulated.

Area of land at the bottom of School Lane/Bury Water Lane

The ivy on the poles was logged with E-On Next some time ago, but as far as I know this has not been removed. I will try and obtain an update on CALL-1209135-2.

Areas managed by Riga

Mr. Brown contacted me on 12th August after returning from holiday. He said he would get back to me once he has been able to clear a backlog of correspondence. In the meantime he confirmed that the architect had recently submitted some amended plans for consideration before formal submission for planning approval.

No.10 Frambury Lane

I am now dealing with the Commercial Estates Manager at Sanctuary who has contacted me today, 2nd September. Sanctuary has no concerns regarding granting the Parish Council a licence and the proposal would be for the licence to be granted at a peppercorn/nil rent, on the basis that the Parish Council is willing to take the office in its current condition. Any internal repairs and compliance requirements arising during the licence term would be the responsibility of the Parish Council, whilst Sanctuary would retain responsibility for the structure of the building. They can also include a break clause if that would be helpful.

The internal legal team have been asked if the licence proposal is approved if they would be happy to draft the licence. If there are any fees they usually ask the third party to meet these. Do the Parish Council have any objections to this? Hopefully fees will be minimal if at all.

I need to get back to the Manager and let her know whether the terms are acceptable to the PC.

Car park at Frambury Lane

Emails from the solicitors have been circulated by Cllr Hannant. Richard Bedford, Surveyor, has carried out the survey and Jonathan Purkiss from Cheffins has visited the site in order to carry out an informal valuation which was requested.

Emergency Plan

Cllr Emanuel is chasing the template and a small group will be organised to produce a new plan once this is received.

Defibrillator Training

To date, no arrangements have been made on a date for a training session.

Trees in the High Street

I emailed the Arboriculturist again but have still not received a reply concerning the trees. One of the residents who lives in the High Street has visited the office.

Uneven pavements in the High Street

I have asked for a sign in the High Street.

Pedestrian crossing in the High Street

When I last spoke to Essex Highways they advised me to contact the lighting department. As I did not receive a reply I contacted Cllr Mark Webster, Cabinet member for Highways. I received an acknowledgement and should have a reply in 10 working days, by the 7th September.

Permit for Restoration Work in Belmont Wood

I have heard nothing further from the Farmers Wildlife Advisory Group.

Tree work

Dist Cllr Emanuel received a request at a meeting at Reynolds Court for additional work to be carried out on the trees which hang over Reynolds Court from Gaces Meadow. A request was also made at the Sports Committee meeting for the hedge/trees at the side of the Youth Club to be reduced in height and faced back. Quotations have been requested.

Memorial seat on Gaces Acre

I have spoken to Mrs Hammond regarding the memorial seat.

Essex & Herts Air Ambulance

I sent another email regarding the “behind the scenes” event on 21st October at North Weald airbase and two members would like to attend.

2026 Firework event

No further news on whether there will be an event this year

Training Course for Councillors

Following the last meeting I have arranged the training course on Monday 12th October. All Councillors have confirmed they will be present. As one member has to leave early, we could start at 9.30. Church House has been booked and refreshments will be arranged.

UDC Forum

This will be held at the Council offices in Saffron Walden on 23rd September, 7.00-9.00pm.

Meeting of the Strategy Working Group

If you have not already replied, please let me know if you could attend a meeting of the above on either Monday 14th or 21st September.

Monthly Newsletter and Video

In view of the long agenda, I will include the above on the agenda for October.

Maintenance work

I have been liaising with the Caretaker during the month. The Caretaker collected a replacement de-fib for the village hall. In addition to the litter picking, flower watering, and de-fib checks, the caretakers have been painting benches and seats, repairing the Retreat at the allotments and other jobs on the Asset list. The Caretakers are unable to do the work on the Youth Club, Cricket Club items, or work at the playground which will be carried out by Kompan, but most of the other jobs should be completed in the next couple of weeks. Several other requests which have come in have been dealt with.

A local farmer has been asked to cut bushes/vegetation on both sides of Whiteditch Lane.

NEWPORT PARISH COUNCIL

AUGUST 2026
PAYMENT LIST

01/09/2026

Payable to:	Description	Amount	Paid
Staff Salaries	Aug Salaries	4,630.55	27/08/2026
HMRC	HMRC PAYE M4	723.61	27/08/2026
A & J Lightening	August Maintenance	69.26	
Bankline	Monthly Subscription	20.00	BK
BT	Broadband	100.62	DD
Castle Water	Allotments July Fees	25.37	DD
Castle Water	Sports Ground July Fees	251.96	DD
Councilwise - Dunmow	Internal Audit 2025/2026	246.00	03/08/2026
Eon	Office DD	27.70	DD
Eon	Sports Ground - 1 - 31/07/26	225.79	DD
Exps-Gri	Aerialdirect - Mobile Phone	243.65	
HUWS GRAY	Woodstain/paint brushes/brush cleaner/oxide roll - Benches	147.58	
MEON	HI-VIS Aerosol Marker	129.36	
NPOWER	July 2026 Fees	303.40	
Play Innovation	Carpet Repairs £1800.00/Fencing Repairs £1734.00	3,534.00	
Pod Point	July 2026 Fees	4.25	SO
R&R Saggars	Office Rent	300.00	
Richard Bedford	Prem Report Car Park off Frambury Lane	2,340.00	SO
R-TECH	Monthly IT Maintenance	25.00	
SaffronWalden Town Council	Contribution to Tuesday Town Bus	500.00	
Sage	Payroll Fee Aug/Sept £14.40/Additional Staff Members £6.72	21.12	
Stanlet Tees LLP	Legal Costs Collateral Warranty Car Park Frambury Lane	2,340.00	
The Design Mill	Add Bleed to supplied artwork-River Group	99.00	
GROSS PAYMENTS	From NPC - Current Account	16,308.22	

DATE

05/10/2026

SIGNED BY THE CHAIR

BANK ACCOUNT

31/08/2026

NPC-NATWEST CURRENT ACCOUNT	200.00
NPC-NATWEST RESERVE ACCOUNT	81,516.52
NPC-SAFFRON WALDEN BUILDING SOCIETY A/C	120,091.15
REDWOOD BANK	118,821.00
CAMBRIDGE BUILDING SOCIETY	120,039.02
COMBINED BALANCES	440,667.69

NEWPORT PARISH COUNCIL RFO REPORT AUGUST 2026

Payment Schedule has been issued.

Chairman to sign payment schedule for NPC totalling gross payments of £16,308.22

Number of Debits total: 27

<u>BANK S/T BALANCES AS AT</u>	<u>29/07/2029</u>	<u>31/08/2026</u>
NatWest Current A/C ****0268	£200.00	£200.00
Reserve A/C ****7998	£90,547.51	£81,516.52
Saffron Building Society	£120,091.15	£120,091.15
Redwood Bank ****3376	£118,518.20	£118,821.00
Cambridge Building Society	£120,039.02	£120,039.02

Direct Debit and Standing Orders payment list is attached.

Please approve the August payments to be made by BACS.

July payment reports and invoices require signing off by the Chairman or Vice Chair.

Extra Hours: Elaine Edwards Notification of an extra – 14.33 hours worked in July/August for approval to be paid within the August payroll. **Christine Griffin** Notification of an extra 9.50 hours worked in July/August for approval to be paid within the August payroll. **Jo Stevenson** worked an extra 15.33 hours worked in July/August for approval to be paid within the August payroll.

Please note that unless it is urgent all invoices will be paid only after they have been listed, distributed, and agreed by the councillors at the following committee meeting after the invoice is received.

Any queries kindly email rfo@newportsex-pc.gov.uk .

DATE	NAME	FRQY	AMOUNT	DESCRIPTION	PYT
Last Pyt					
NPC A/C					
28/08/2026	Bank Charges	M	10.15	Bank Charges	BK
17/08/2026	Bankline	M	20.00	Bankline Fees	BK
26/08/2026	BT PLC	Q	100.62	Broadband	DD
19/08/2026	Castle Water	M	25.37	Water Allotments	DD
03/08/2026	EON	M	27.70	Office Electric Fees	DD
26/01/2026	ICO	A	47.00	Info Commiss Office	DD
18/08/2026	Sage	M	13.20	Payroll Softwear	DD
NPC A/C					
17/08/2026	R & R Saggars	Monthly	300.00	Office Rent	SO
07/08/2026	R Tech	Monthly	25.00	Computer Maintenance	SO
Sports Committee					
17/08/2029	Castle Water	M	251.96	Rec Fees	DD
18/08/2026	EON	M	225.79	1 - 31st July	DD
Signed _____					
NPC - CHAIRMAN					
Date	31/08/2026				

Newport Parish Council (Uttlesford District)
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13	Meeting Venue Hire				1,000.00	180.00	820.00	820.00 (82%)
14	Insurance				7,500.00		7,500.00	7,500.00 (100%)
16	Office Light & Heat				567.24	105.52	461.72	461.72 (81%)
17	Audit Fees				900.00		900.00	900.00 (100%)
18	Payroll				65,950.00	18,846.11	47,103.89	47,103.89 (71%)
19	Payroll Softwear				141.00	47.00	94.00	94.00 (66%)
20	Stationery				120.00	9.29	110.71	110.71 (92%)
21	Printing & Copying				120.00	111.65	8.35	8.35 (6%)
22	Postage				24.00	17.40	6.60	6.60 (27%)
23	Offices Expenses				48.00	11.99	36.01	36.01 (75%)
24	Travel Expenses				120.00		120.00	120.00 (100%)
25	BT Telephone				550.00		550.00	550.00 (100%)
26	BT Internet				550.00	200.03	349.97	349.97 (63%)
27	Softwear Maintenance Charges				1,275.00		1,275.00	1,275.00 (100%)
28	Office Rental				7,500.00	1,200.00	6,300.00	6,300.00 (84%)
29	Office Refurbishment				3,000.00	290.00	2,710.00	2,710.00 (90%)
30	Office Maintenance				120.00		120.00	120.00 (100%)
31	Bank Charges				414.00	121.65	292.35	292.35 (70%)
32	Training Fees				2,400.00	755.00	1,645.00	1,645.00 (68%)
33	Refreshments				120.00	7.20	112.80	112.80 (94%)
34	Subscriptions				1,325.00	861.40	463.60	463.60 (34%)
36	Advertising				600.00	250.00	350.00	350.00 (58%)
74	IT Equipment and Repairs				1,200.00	184.99	1,015.01	1,015.01 (84%)
75	Accounting Softwear							(N/A)
76	Accounting Softwear				1,000.00	924.00	76.00	76.00 (7%)
91	VAT Diff b/f Sage							(N/A)
SUB TOTAL					96,544.24	24,123.23	72,421.01	72,421.01 (N/A)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Allotment Water Rates				450.00	44.03	405.97	405.97 (90%)
52	Allotments - Maintenance				750.00		750.00	750.00 (100%)
70	Alloment Rents Payable				360.00		360.00	360.00 (100%)
71	Allotment Maintenance							(N/A)
101	Membership Fee NAS				75.00		75.00	75.00 (100%)
SUB TOTAL					1,635.00	44.03	1,590.97	1,590.97 (N/A)

Earmarked Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Sports Club Expenses							(N/A)
87	MUGA project costs							(N/A)
94	Portacabin costs							(N/A)
95	River Group Expenditure		10,000.00	10,000.00		528.50	-528.50	9,471.50 (N/A)
97	Common Path							(N/A)
98	General Reserve - 50% expenses							(N/A)

Newport Parish Council (Uttlesford District)
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

99 Land at School Lane/Bury Water L						(N/A)
102 Newport Church Grass Cutting						(N/A)
105 Fighting Fund - Legal Fees						(N/A)
109 LEAP EXPENDITURE				4,699.83	-4,699.83	-4,699.83 (N/A)

SUB TOTAL	10,000.00	10,000.00	5,228.33	-5,228.33	4,771.67 (N/A)
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Fete

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Fete Costs							(N/A)
58	Fete Profit Distribution							(N/A)
SUB TOTAL								(N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	Grants				5,000.00	3,500.00	1,500.00	1,500.00 (30%)
77	Village Celebrations				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					6,500.00	3,500.00	3,000.00	3,000.00 (30%)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	179,700.00	89,850.00	-89,850.00				-89,850.00 (-50%)
2	Grants Received							(N/A)
3	S106 Receipts							(N/A)
4	Neighbourhood Plan Funding							(N/A)
5	Fete Receipts							(N/A)
6	Allotment Rents	1,732.50		-1,732.50				-1,732.50 (-100%)
7	MUGA Hire Charges	600.00	195.00	-405.00				-405.00 (-67%)
8	Pavillion/Ground Hire Charges	250.00	100.00	-150.00				-150.00 (-60%)
9	Service Charges	4,440.00	-441.23	-4,881.23				-4,881.23 (-109%)
10	Ground Rents Received	20.00	-5.00	-25.00				-25.00 (-125%)
11	Insurance Recharges	1,275.00		-1,275.00				-1,275.00 (-100%)
12	EV Charging	900.00	648.53	-251.47				-251.47 (-27%)
69	Bank Interest	4,500.00	1,553.59	-2,946.41				-2,946.41 (-65%)
89	VAT Refunds							(N/A)
SUB TOTAL		193,417.50	91,900.89	-101,516.61				-101,516.61 (N/A)

Legal & Professional

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Neighbourhood Plan Consultants							(N/A)
38	Election Costs							(N/A)
39	Consultancy Fees		2,400.00	2,400.00	5,000.00	3,400.00	1,600.00	4,000.00 (80%)
40	Legal Expenses				10,000.00	174.00	9,826.00	9,826.00 (98%)
SUB TOTAL			2,400.00	2,400.00	15,000.00	3,574.00	11,426.00	13,826.00 (N/A)

Newport Parish Council (Uttlesford District)
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Open Spaces

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
42	Gaces Meadow Rent				730.00		730.00	730.00 (100%)
44	Gaces Acre Water Rates				3,000.00		3,000.00	3,000.00 (100%)
45	Grass Cutting - Rec Ground				3,850.00	360.00	3,490.00	3,490.00 (90%)
46	Grass Cutting - Common							(N/A)
47	Grass Cutting - Gaces Acre/Playgr							(N/A)
54	Maintenance Charges							(N/A)
55	Grounds Maintenance							(N/A)
62	Recreational Ground - Equipment							(N/A)
66	General Ground Surface - Rec Grc				2,400.00		2,400.00	2,400.00 (100%)
78	Caretaking Expenses				480.00		480.00	480.00 (100%)
81	Street Furniture				5,000.00	100.00	4,900.00	4,900.00 (98%)
82	River & Ditch Maintenance							(N/A)
84	Tree Maintenance				2,000.00	325.00	1,675.00	1,675.00 (83%)
92	Equipment purchases - Rec Grou							(N/A)
93	Caretaking Equipment				1,200.00		1,200.00	1,200.00 (100%)
100	Tree Maintenance							(N/A)
103	Common Path							(N/A)
106	Wildlife Site Maintenance				5,000.00	182.50	4,817.50	4,817.50 (96%)
107	Vehicle costs				1,265.00	923.76	341.24	341.24 (26%)
108	Gaces Acre Development							(N/A)
SUB TOTAL					24,925.00	1,891.26	23,033.74	23,033.74 (N/A)

Playgrounds

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Playground Maintenance				2,500.00		2,500.00	2,500.00 (100%)
73	Playground Inspections				1,240.00	123.00	1,117.00	1,117.00 (90%)
80	Playground Purchases				10,000.00		10,000.00	10,000.00 (100%)
96	Diana Sell Upgrade							(N/A)
SUB TOTAL					13,740.00	123.00	13,617.00	13,617.00 (N/A)

Recreational Ground

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Pavillion Electricity				1,440.00	217.44	1,222.56	1,222.56 (84%)
60	Recreational Ground Water Rates				1,200.00	741.40	458.60	458.60 (38%)
61	Septic Tank/Sewerage							(N/A)
63	MUGA Expenses							(N/A)
67	Pitch Maintenance - Rec Ground							(N/A)
68	Pavillion Maintenance				600.00		600.00	600.00 (100%)
83	EV Electric							(N/A)
88	Bank Charges							(N/A)
104	Portacabin - Costs							(N/A)
SUB TOTAL					3,240.00	958.84	2,281.16	2,281.16 (N/A)

Newport Parish Council (Uttlesford District)
Summary of Income & Expenditure 2026-2027
All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	Special Police Costs				500.00		500.00	500.00 (100%)
41	Misc Facility Costs				480.00	181.56	298.44	298.44 (62%)
48	Grass Cutting - Facilities				9,360.00	2,360.00	7,000.00	7,000.00 (74%)
49	Misc Maintenance Costs					23.85	-23.85	-23.85 (N/A)
50	Street Lighting - Electricity				6,600.00	666.35	5,933.65	5,933.65 (89%)
53	Lighting Maintenance				1,220.00	173.16	1,046.84	1,046.84 (85%)
56	War Memorial							(N/A)
64	EV - Electricity Costs				640.00	461.87	178.13	178.13 (27%)
65	EV - Commission Charges				36.00	13.13	22.87	22.87 (63%)
72	Allotment Waste Collection				2,550.00		2,550.00	2,550.00 (100%)
79	Defibrillators & Bleed Kits				4,700.00	2,021.00	2,679.00	2,679.00 (57%)
85	CCTV Maintenance				900.00	172.50	727.50	727.50 (80%)
SUB TOTAL					26,986.00	6,073.42	20,912.58	20,912.58 (N/A)

VAT Refunds

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90	VAT Repayment							(N/A)
SUB TOTAL								(N/A)

Restated

(N/A)

NET TOTAL	193,417.50	104,300.89	-89,116.61	188,570.24	45,516.11	143,054.13	53,937.52
V.A.T.		6,612.46			3,734.22		
GROSS TOTAL		110,913.35			49,250.33		



Clerk: Christine Griffin

Waterloo House,
High Street, Newport,
Essex, CB11 3PG

UTT/26/1926/FUL Change of use of an existing timber garden cabin from incidental residential use to a mixed-use home business for aesthetics, tattoo and piercing services, while remaining ancillary to the main dwelling. 23 Frambury Lane Newport Essex CB11 3PU

In principle Newport Parish Council have no objections to the change of use proposed in application UTT/26/1926/FUL. However, the Parish Council is aware that Frambury Lane is frequently subject to a significant level of on-street parking. It is therefore important that the proposal clearly demonstrates that adequate parking provision can be provided.

The submitted plans do not include dimensions for either the existing residential dwelling or the proposed parking spaces. These measurements are necessary to establish whether the property can provide the level of residential parking required under the Essex Parking Standards (which requires two parking spaces for a two-bedroom dwelling), in addition to any further parking provision required to accommodate the proposed business use. The current plans therefore do not demonstrate that sufficient parking can be provided on site to meet these requirements.



Clerk: Christine Griffin

Waterloo House,
High Street, Newport,
Essex, CB11 3PG

UTT/26/1940/HHF Proposed erection of a garden room in the rear garden. 9 Ingham Drive Newport Essex CB11 3XZ

Newport Parish Council notes that insufficient information has been provided regarding the dimensions of the garden space and original host dwelling. The Essex Design Guide and Uttlesford Design Code both require two-storey residential dwellings to provide adequate private amenity space, with a minimum area of 100m² or an area equivalent to the footprint of the dwelling. Further information and appropriately dimensioned plans would be beneficial to ensure that adequate residential amenity space would be retained and that the proposed outbuilding would remain appropriately subordinate to the host dwelling.

In addition, although the height of the proposed outbuilding appears to fall within the relevant permitted specifications, the Parish Council remains concerned about the potential impact on neighbouring properties due to the sloping gradient of the site. The change in levels may result in the outbuilding appearing more prominent, with potential implications for neighbouring dwellings.