

**DRAFT MINUTES OF A MEETING OF
The joint PARISH COUNCIL of COVENHAM
St. BARTHOLOMEW & COVENHAM St. MARY**

Held on the 1st May 2018 at Covenham St. Bartholomew Parish Rooms

Present: - Councillors: E. Cooling (Chair) C. Denny
P. Burd J. Firth
D. Tall D. Wiltshire
S. Booth (Clerk)

Public: - 0 + County Cllr Bridges

34/18. Chair's welcome

- The Chair welcomed both Councillors and members of the public to the meeting and explained the building was non- smoking building and where the fire exits were in an emergency.

35/18. Apologies for absence

- Apologies were received from Cllr Field due to work commitments. Cllr Brader was absent for the second time without sending apologies.

36/18. Declaration of Interest under Code of Conduct 2012

- a) To record declarations of interest by any member of the Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared. *None.*
- b) To note dispensations given to any member of the Council in respect of the agenda items listed below. *None*

37/18. Minutes of the previous meeting

- Had been previously circulated. Amendment made to 28/18d. It was proposed by Cllr Burd and seconded by Cllr Denny to accept the Minutes. All in favour. Resolved to accept minutes. These be adopted as a true record'.

38/18. Chair's update on matters outstanding

- The Chair offered thanks to the volunteers who planted saplings around St. Bartholomew's churchyard in extreme weather conditions.
- Thanks offered to Cllr Bridges for getting the potholes repaired and resurfacing work done.
- Thanks offered to the resident who has planted bedding plants at the front of the Parish Rooms. Jubilee committee pay for the plant but it is unknown who actually planted them.
- Jubilee committee held a successful and well attended quiz night in the Parish Rooms.

39/18. Open Forum

No report.

40/18. To receive reports from

a) LCC - Portfolio holder for Highways, Cllr Richard Davies, will be touring Covenham on 8th May with Cllr Bridges. Problematic areas to be highlighted. The Council asked if a letter could be sent from Highways to a resident who is deliberately blocking a layby. A letter has previously been sent by the Parish Council to no avail. Safety issues for local school children who can't get off the bus in a safe place due to the layby being blocked. Cllr Bridges to follow up request.

Lincolnshire County Council Annual meeting to take place on 11th May 2018.

b) ELDC – no report

c) Outside representatives – no report.

41/17. Planning matters

*All application comments are available to view at www.e-lindsey.gov.uk

**Applications may not be discussed at meetings due to deadlines and lack of internet connection to allow plans to be viewed

a) Planning applications received

N/038/00067/18	Southfield farm	Comments submitted
N/037/00339/18	New Plough Inn	Comments submitted*
N/038/00478/18	Mr/s Crimmins	Comments submitted

*Cllr Burd submitting comments on behalf of Clerk due to technical issues with ELDC. Council approved this decision due to pressing deadline dates.

b) Planning decisions received

N/038/00181/18	Mrs Cooper (Amazon Yard)	Approved
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42/18. Correspondence

Mr T Aldridge Emails re. planning & minutes - *Correspondence was discussed and Cllrs informed of the response sent to Mr Aldridge.*

43/18. Parish Council matters

a) **Annual Audit - Governance Statement** – Statement read out and agreed to.

b) **Annual Audit – Approval of Financial Return** – Annual audit return agreed to, approved and signed. Clerk to amend fixed asset figure.

c) **Parish Rooms** – Clerk to continue contacting surveyors.

d) **Website and transparency fund** – Cllr Burd to purchase laptop and printer and be reimbursed.

e) **Mobile speed signs** – Cllr Denny to mark street lights on map and send to Clerk for inclusion in survey application.

f) **Retention of the phone box/defibrillator** – Kiosk already adopted by Community Heartbeat Trust who provide defibrillators. The Trust is willing to work with the Parish Council. Cllr Denny to follow up with them. Cllr Firth volunteered to tidy up the kiosk in readiness.

g) **Village Plan/ Neighbourhood Development Plan** – Cllr Denny to contact ELDC and ask for any communications which had previously been sent regarding the Local Plan. Cllr Denny to circulate any information he receives.

h) **Dog Fouling signs** – Posters to go on notice boards and Councillors to circulate flyers. Clerk to ask dog warden to reapply stencils as they have worn off.

i) **Condition of notice boards and benches.** – Benches and notice boards all need cleaning and painting. Cllr Wiltshire volunteered to clean and paint the benches with Cllr Cooling donating wood stain.

j) **Summer Fete** – Parish Council invited to have stall and to sponsor some activities. To be on next agenda. Event run by Jubilee committee although being advertised on COVCOM face book page. Councillors asked to be informed when the Jubilee committee meetings are so they can attend as has previously happened. Cllr Cooling to write to the chair of the Jubilee committee regarding the Parish Council becoming more involved.

k) **Eleemosary Trust** – See Annual Council meeting minutes May 2018.

l) **John Bowles burial and memorial request** – Request received from the family to bury the ashes of the late John Bowles in St. Bartholomew’s churchyard and to place a small plaque on the bench. Cllr Wiltchire proposed allowing the plaque and burial providing all relevant permissions were sought from the diocese, seconded by Cllr Burd, all in favour.

44/18 Financial matters

a) Financial update - Precept received from ELDC.

b) Bills for payment on 1st May 2018

- Clerk’s salary and expenses £210 + £4.50
- CRL Accounting – Internal accountant £132.00

Proposed by Cllr Burd and seconded by Cllr Tall. ‘These sums be paid’.

Carried unanimously

45/18. Extraordinary items (for information purposes only)

Flag to be flown for the Royal wedding n 19th May.

GDPR policies need to be adopted. Meeting arranged for 22nd May.

Parish Insurance renewal – 5 year term proposed by Cllr Burd, seconded by Cllr Denny. All in favour. Resolved to renew insurance for 5 year term at £380.53 per annum.

46/18. Next agenda

Churchyard maintenance, Litter bin, Standing Order and Financial regulations, Summer fete.

47/18. Dates for next meeting

Tuesday 22nd May 2018 – GDPR meeting.

48/18. COUNCIL’S OPTION OF CLOSED SESSION

- Council decided not to go into closed session. Meeting finished at 10.05pm.