

COVENHAM PARISH COUNCIL

Minutes of the meeting held Friday 28th August 2020 at 7:00pm via Zoom

The ELDC Ward Member requested to present his report at the start of the meeting which the Chairman agreed with.

8/20-5 Public Forum including outside bodies. There were two members of the public that joined at the start of the meeting, both of whom were candidates for item 8/20-4 3. Technical issues made it difficult for one of the candidates to continue to participate and left the meeting shortly.

1. ELDC Ward Member – Cllr Mossop reported that

- ELDC officers were still working from home due to the pandemic.
- He was pleased with how villages in his ward have coped and how the communities have helped and looked after each other, including shops delivering to vulnerable families.
- He had hoped that the parish council could have accessed the hospitality grant made available to village halls. Parish Clerk to check.
- ELDC Councillors' Grants fund increased to use for Covid related projects. He had approved funding for Covenham Church and still have available funds for other projects.
- He would be willing to support the cost involved in the creation of the new parish council website. Minute 8/20-4 6 refers.
- He congratulated the parish council for successfully employing a parish clerk after a long interval.
- He shared some concern on the Haiths Farm planning application and was told by ELDC that due to the current restrictions, the application would not be called in for decision by the planning committee despite the number of objections received.

Cllr Mossop requested leave and left the meeting at 7:20pm

2. LCC Ward Member – There was no response or report from Cllr Bridges.

3. Louth Rural Neighbourhood Policing Team – No report received.

8/20-1 Record of Members Present and Apologies.

Present: Cllr Emma Cooling (EC) (Chairman), Cllr Don Wiltshire (DW), Cllr Alyson Wiltshire (AW), Cllr John Firth (JF), Cllr Gareth Smith (GS)

Also present: Cllr Ed Mossop (ELDC Ward Member), Mrs Nadine Must (Parish Clerk/RFO),

8/20-2 To receive any Declarations of Interest on any item on the agenda – None declared.

8/20-3 Minutes from 7th February 2020 – It was resolved that the draft minutes were accurate. The Chairman will sign at the next opportunity.

P: DW; S: JF, All in favour

8/20-4 Council Matters

- 1. Chairman's Remarks** – Cllr Cooling welcomed everyone and that history was being made with this very first virtual meeting of the parish council. The Chairman thanked Cllr AW for taking the minutes and acting RFO and Cllr DW for responding to all queries and communications during the interim period.
- 2. Appointment of new clerk** – It was resolved to confirm the appointment of Mrs N Must as parish clerk/RFO and approve the contract of employment. The Chairman will sign at the next opportunity.

P: DW; S: AW, All in favour

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3. **Councillor Vacancies** – Both applicants submitted their expressions of interest and sent their declaration of eligibility to the clerk. After council discussion, it was resolved to accept Gareth Smith and Anne McCready as co-opted councillors. The Clerk to send relevant forms for completion including relevant reading materials.
P: DW; S: EC, All in favour
4. **Roles and responsibilities of Parish Councillors** – Cllr GW agreed to be Flood Warden for both parishes. There was no longer a need to have a separate planning committee. The parish clerk will circulate planning applications to all councillors for their review, and observations for submission will be agreed or ratified at council meetings.
5. **Actions from Previous Meeting** – Outstanding issues are addressed at agenda item 8/20-7.
6. **New Website** – The Clerk reported that LCC is closing all the current parish council websites by December 2020 due to non-compliance on accessibility legislation. New websites have been created however the work and effort required to transfer all documents from the current website to the new one are over and beyond working time capacity of the clerk. A quote for £250 was received and Cllr Mossop was willing to support this project. The Clerk to send Cllr Mossop the details.
7. **Communications** – All communications received were from LALC which were forwarded to all councillors.

8/20-6 Finance and Budgets

1. **To review the end of year finances and update** – Noted.
2. **2019-2020 Annual Audit of Accounts** – It was resolved to approve the Certificate of Exemption. The Chairman to sign at the earliest opportunity to ensure that it is submitted to the External Auditors before the end of August.
3. **2019-2020 Annual Audit of Accounts.** The Governance Statement was also reviewed and approved.
4. **2019-2020 Annual Audit of Accounts** – The accounting statements were reviewed and approved. The Clerk will compile all documents for internal audit.
5. **Payments**
 - i. **The Council resolved to accept payments for August 2020**
 - a. Parish rooms Insurance £386.01
 - b. New Battery for defibrillator £207.00
 - c. Fire stop check £66.98
 - d. Grass cutting - £210.00
P: GS; S: JF, All in favour
 - ii. **To note invoices paid since last meeting under delegated powers in accordance with the Council's Financial Regulations**
 - a. LALC membership £139.33
 - b. Grass cutting £150.00
P: JF; S: GS, All in favour
6. **St. Barts Church year's insurance** – Cllr DW confirmed with the Church Committee that the parish council had third party liability insurance in case there is an incident at the churchyard which the parish council maintains. There were no other financial obligations for the parish council.

8/20-7 Community Amenities

1. **White lines and Stop signs on Cold Harbour Lane** – This is still outstanding and the Council asked the Clerk to request Cllr Bridges' attention and attendance at the next meeting.

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2. **Paving issues on Main Road** – The pavement in front of building works are in a poor state. Cllr DW to send the clerk further details for reporting to relevant authorities.
3. **Gutters cleaning on parish rooms** – Cllr DW will get quotes for this work.
4. **Yarburgh Village sign broken** – Cllr DW has already reported this to Fix My Street but has not been actioned.
5. **Parish bench at St Bart's** - needs attention. Cllr DW will get quotes and recommend either refurbishment or replacement depending on costs involved.
6. **Speeding through the village** – Issues of speeding vehicles have been reported. The mobile speed sign had not been seen since September last year. The Parish Clerk to find out amongst the community speedwatch group where the sign is and be allotted for parish council use.
7. **Insurance re St Bart's roof work** – Minute 8/20-6 6 refers.

8/20-8 Planning Matters

1. **To consider applications**
 - a. **N/037/01064/20** and b. **N/037/01065/20 Haiths Farm, Main Road, Covenham St Bartholomew** - The above applications were discussed and considered as one item. It was resolved to object to this application. The Clerk to summarise the comments previously submitted by Cllr DW and include the discussions with Cllr Mossop.
 - c. **N/037/01004/20** and d. **N/037/01013/20 The Mill House, Main Road, Covenham St Bartholomew** - The above applications were discussed and considered as one item. The Council has no objection to these planning applications.
2. **Planning decisions update** – none reported

8/20-9 Date of Next Meeting – The next meeting of the parish council is scheduled for **Friday, 23rd October 2020 at 7pm**. The Council hopes to use the parish rooms for the next meeting. A thorough risk assessment will be carried out to ensure compliance with the current legislation.

The meeting closed at 8:35pm.

Initial/Signature

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