

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday 15<sup>th</sup> April 2021 at 7:00pm via Zoom

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A minute's silence was held in honour of HRH Prince Philip, the Duke of Edinburgh.

**Public Forum including outside bodies.** None from the public joined the meeting.

- 1. ELDC Ward Member** – Cllr Mossop did not attend the meeting.
- 2. LCC Ward Member** – Cllr Bridges sent a message that he is stepping down as Ward Member. The Parish Council sends their good wishes on his retirement.
- 3. Louth Rural Neighbourhood Policing Team** – PC Precious did not attend despite numerous request from the parish clerk.

## **04/21-1 Record of Members Present and Apologies.**

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

Also present: Mrs Nadine Must (Parish Clerk/RFO)

Apologies accepted: LCC Ward Member Cllr T Bridges

## **04/21-2 To receive any Declarations of Interest on any item on the agenda – None**

**04/21-3 Minutes from 19<sup>th</sup> February 2021** – It was resolved that the draft minutes were accurate. The Chairman will sign at the next opportunity.

P: GS; S: DW, All in favour

## **04/21-4 Council Matters**

- a) Chairman's Remarks** – Cllr EC thanked Cllr GS for chairing the February meeting due to her illness.
- b) Actions from previous meeting** – Clerk's report was noted.
- c) Communications** – All communications were forwarded and were noted.
- d) Newsletter** – The Council agreed that a newsletter to all residents explaining the precept increase was no longer necessary as all Council Tax letters have now been received. Only one resident commented on the matter.

## **04/21-5 Parish Room**

- a) Parish Rooms Professional Cleaning** – The Council discussed all three quotations received and resolved to accept the quote costing £240 + VAT. The Clerk to contact the supplier and agree a suitable date for the work to be completed prior to the May elections. The Chairman has volunteered to purchase three liquid hand soap and two hand sanitisers for the parish rooms. A regular cleaning schedule will be discussed at the next meeting.  
P: DW; S: JF, All in favour
- b) Electricity supply** – The Clerk reported that Eon has paid back £71.66 for overpayment from direct debit payments. There are some issues still to be resolved with the new supplier before the switch over takes effect.
- c) Window cleaning** – D Salkeld has now cleaned the windows on two occasions. Invoice for £10 has been received. They also cleaned the gutters without any cost to the council. The Council will send a note of thanks for their kind gesture.
- d) Parking area** – The Council considered different measures to stop the continued unauthorised parking in front of the Parish Rooms. It was resolved to place a heavy duty chain across the full length at the front of the property. Cllr JF to action.  
P: DW; S: AM, All in favour

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- e) **Union Jack flag** – This is now in place and Cllrs DW and AW have donated the cost of the flag. The Council thanked them for their generosity.
- f) **Risk Assessment Policy** – In line with the government Covid-19 guidance, the parish council has resolved to adopt a risk assessment policy for the use of the Parish Rooms. The Clerk to upload on the website. The Council also noted the risk assessment measures submitted by ELDC with regards to the May elections.

P: DW; S: GS, All in favour

## 04/21-6 Finance and Budgets

- a) **Receipts/Payments.** The Clerk reported that grants received due to the national lockdown since September 2020 has totalled £19,669.21. ELDC has confirmed that a further £2,667 will be paid by 21<sup>st</sup> April 2021.

The Council resolved to accept payments for April 2021 as tabled.

|              | Cheque Number | To  | Amount        |
|--------------|---------------|---|---------------|
| 1            | 101141        | Parish Clerk – salary and expenses              | £217.95       |
| 2            | 101142        | HMRC – PAYE Income Tax                          | £45.80        |
| 3            | 101143        | D Salkeld Ltd – window cleaning March and April | £10.00        |
| <b>Total</b> |               |   | <b>273.75</b> |

P: GS; S: AM, All in favour

- b) **Community Account** – One more signatory required to complete the application form to switch bank account from Barclays to The Coop.
- c) **Latest Receipts and Payments**– noted

## 04/21-7 Community Amenities and Groups

- a) **St Barts Church** – No further progress on the bench refurbishment. Cllr GS will action.
- b) **St Mary's Church** – Cllr AM reported that the DCC had received a request for a memorial bench to be placed at the churchyard. The Council will not object to this on the proviso that the bench be maintained by the family and there will be no cost to the parish council.

P: DW; S: GS, All in favour

- c) **Covenham Plough Community Hub (CPCH)** – No further update.
- d) **Field behind houses on Main Road in St. Bartholomew** – Cllr AM has received assurances from the new owners that there will be no change on access to the footpaths and the dyke. The field will be used for hay crop and movement of horses.

## 04/21-8 ELDC/LCC Services

- a) **The Plough Inn** – Cllr GS reported that ELDC has not made any progress to the CPCH application to list The Plough as an Asset of Community Value.
- b) **LCC Highways.**
  - i. **Cold Harbour Lane/Newbridge Lane** – road markings – No progress. The Parish Council was advised by Cllr T Bridges to get support from the new LCC Ward Member who will be elected in May. The Parish clerk will explore other avenues that might help progress the issue.

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- ii. **State of the Footpaths** – There have been complaints about the very poor state of the footpaths. The surfaces are well rutted especially the Ings Lane and the Green Lane footpaths. Cllr GS reported that the Ings Lane had been levelled out earlier in the day. ELDC/LCC have been informed. The Parish Clerk will contact the LCC Officer and Countryside volunteer for a site visit.
- iii. **pavement issues** – no progress. Same as i. above.
- c) **Crime Reference: 21000100058** – Dangerous Dog – The Neighbourhood Police Beat Manager has not replied to any of the numerous emails sent by the parish clerk. PC Blakey was not available to attend the council meeting and the ELDC Dog Warden did not have any news. The Parish Clerk contacted 101 to get an update but there was no officer available. A promised return call did not materialise. Parish Clerk to pursue the case and report back.

## 04/21-9 Planning Matters

- a) **N/037/00328/21 Moat Farm**, Grange Lane, Covenham St Bartholomew – The Council discussed the planning application and resolved to support this application. The Clerk to submit feedback to ELDC.

P: GS; S: AM, All in favour

- b) **N/037/01064/20 Haiths Farm**, Main Road, Covenham St Bartholomew – No update. The Clerk sent the Planning Officer an email but the officer was on leave.
- c) **N/037/00196/21 Owl House, Main Road, Covenham St Bartholomew** – approval noted
- d) **N/037/01906/20 The New Plough, Main Road, Covenham St Bartholomew** – refusal noted.

**04/21-10 Parish Clerk Working Hours.** The Parish Council went into closed session to discuss this agenda item. The parish clerk was informed of the council resolution.

**04/21-11 Meeting Schedules.** It was resolved to hold the a) **Annual Parish Meeting** and the b) **Annual Meeting of the Parish Council on Friday, 7<sup>th</sup> May 2021 at 7pm.** The meeting will be held in the Parish Rooms, in line with the government decision not to extend remote/virtual meetings beyond 6<sup>th</sup> May 2021. Covid guidance will be followed and adhered to.

- c) **Schedule of Meetings for Financial Year 2021-22.** The Council resolved to set its meeting schedule to occur on the last Friday of every other month, as tabled below. The exception will be during election year.

| Date                                    | Time/Venue       | Business         |
|---|------------------|------------------|
| Friday, 30 <sup>th</sup> July 2021      | 7pm/Parish Rooms | Ordinary Meeting |
| Friday, 24 <sup>th</sup> September 2021 | 7pm/Parish Rooms | Ordinary Meeting |
| Friday, 26 <sup>th</sup> November 2021  | 7pm/Parish Rooms | Budget Setting   |
| Friday, 28 <sup>th</sup> January 2022   | 7pm/Parish Rooms | Ordinary Meeting |
| Friday, 25 <sup>th</sup> March 2022     | 7pm/Parish Rooms | Ordinary Meeting |

The meeting closed at 8:20pm.