

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 26 January 2023 at 7pm in the Parish Rooms

---

There was no public attendance.

## Report from Outside Bodies.

**Emergency Planning and Business Continuity Team.** Graeme Hempzell presented the Emergency Plan and how this is activated in crisis situations. The Parish Council was requested to collate information on a list of resources, including premises to use as safe refuge and residents or groups willing to act as volunteers. The LCC Emergency Team will then come back to provide training for the Coordinator and named volunteers in the parish.

**ELDC.** Cllr Mossop reported that he has written to the Methodist Organisation for help with removing a restriction on the Parish Rooms Covenant regarding consumption and sale of alcohol in the premises. He will update the Council when he receives a reply.

**LCC.** Cllr Alex Hall (LCC) sent his apologies.

## 01/23-1 Record of Members Present and Apologies

**Present:** Cllr Gillian Pollard (GP) (Chair), Cllr Ian Appleby (IA) (Vice-Chair), Cllr Angela Quinton (AQ) Cllr Anne McCready (AM), and Cllr Angela Aylett (AA)

**Also present:** Cllr Edward Mossop (ELDC) and Mrs Nadine Must (Parish Clerk/RFO)

**Apologies accepted:** Cllr Nicky Gulley Brown (NGB) and Cllr Alex Hall (LCC Ward Member)

**01/23-2 To receive any Declarations of Interest on any item on the agenda.** None received.

**01/23-3 Minutes from 24 November 2022.** It was resolved that the draft minutes were accurate and was duly signed by the Chair.

P: IA; S: AA, All in favour

## 01/23-4 Council Matters

### a) Chair's Remarks.

- i. The Chair is looking forward to working with all parish councillors this year especially as they are carefully considering ideas to save on council expenditure as well as increasing income from the Parish Rooms which will hopefully be initiated this year.
- ii. The Mobile Speed Sign has finally been tracked and delivered but requires re-calibrating before being installed in the Parish. The Vice Chair has volunteered to fix this and put it up.
- iii. On behalf of the Parish Council the Chair thanked Mr Ian Fazakerley for all his help in transporting the 40 chairs and other equipment from ELDC Manby. A donation to St Barts Heritage Trust in lieu of payment was suggested. It was resolved to donate £50 as a grant.

P: AQ; S: IA, All in favour

- iv. Cllr Mossop was also thanked for letting the Parish Council know of the availability of furniture being disposed of at ELDC headquarters which the Parish Council has benefited from.
- v. The Chair also thanked Cllr AM for sorting out an incident with a lamp post and fallen tree branch.

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 26 January 2023 at 7pm in the Parish Rooms

---

- b) **Clerk's Report and Communications Received.** Noted. Trading account with Louth Building Supplies confirmed. The Vice Chair is sourcing quotes for the damp proofing of walls.
- i. **Clothing bank proposal from Astco.** The Council resolved not to accept the proposed siting of a cloth bank. There is very little space at the front of the building and an indoor bank is not convenient as the building is only open when there are meetings.
- c) **Parish Council Emails.** Cllr AA was tasked to consider the options available and recommended that the Council continue with the covenham-pc.info domain/emails for the year which was accepted after going through a vote. Mr G Smith will continue to host the domain for the Council at a cost of £26.39 including VAT. P: AA; S: IA, Passed
- d) **Training.** All training sessions are listed on the weekly LALC E-News forwarded by the Parish Clerk. Cllr AA has just attended a New Councillor Training event via Zoom and found the session very interesting and proposed to attend other sessions.
- e) **Parish Newsletter.** The Winter edition has been received and will be delivered shortly. It was resolved to publish a Spring edition to showcase events for the King's Coronation; a Summer edition in August and an Autumn edition to come out mid-November.
- f) **What'sApp Group.** It was agreed to create this group for instant communications. Parish Clerk to set up. P: AA; S: IA All in favour

**01/23-5 Councillor vacancy.** The Council unanimously voted to co-opt Simon Maclean to the Parish Council albeit he was not able to attend the meeting. The Parish Clerk will send a Declaration of Acceptance of Office and the Register of Interests form for completion. P: AA; S: IA All in favour

**01/23-6 Committees/Working Groups.** The Council considered the report prepared by the Clerk on setting up committees and working groups. It was resolved to create two working groups; one for Personnel with Cllrs AQ, GP and NGB as members; and a Parish Rooms Working Group with Cllrs AA and IA. The two groups will report back at the next meeting with their remit and membership.

## 01/23-7 Parish Rooms

- a) **Restrictive Covenants.** See report from ELDC Cllr Edward Mossop above.
- b) **Structural works.** The Vice Chair is waiting for more quotes.
- c) **Storage facility.** More shelving has been put in place but the shed is leaking. The Vice Chair will investigate and propose action. The Chair has brought in the lawnmower which is temporarily stored in the hall until a dry space in the shed is found or after repairs done.
- d) **Furniture and other equipment.** The ELDC Councillor Community Grant of £250 has been received awaiting for Cllr NGB to action. It was noted that there may be issues of damp walls when the curtains are installed.

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 26 January 2023 at 7pm in the Parish Rooms

## 01/23-7 Finance and Budgets

a) **Payments.** The Council accepted payments for January 2023 detailed below.

	To	Amount (£)
1	Parish Clerk Salary and expenses	996.46
2	Instant Print - Newsletter Issue 4 -N Must reimbursement	116.49
3	Grant donation to St Barts Heritage Trust	50.00
4	Mr G Smith - covenham-pc.info domain/emails one year renewal	26.39
	<b>Total</b>	<b>1,189.34</b>

Receipts and Payments between meetings				
Date	To/From	Transaction	Amount (£)	Receipt (R)/ Payment (P)
25/11/2022	CVV payment for Invoices 2022-9, 2022-15, 2022-16 and 2022-17	BACS	82.50	R
29/11/2022	E.On Next electricity	DD	192.90	P
5/12/222	Mrs GM Pollard - reimbursement for lawnmower	BACS	47.99	P
05/12/2022	Mr I Appleby - reimbursement for Christmas Tree and lights	BACS	54.19	P
21/12/2022	Anglian Water	DD	39.03	P
05/01/2023	ELDC - Community Grant	BACS	250.00	R
16/01/2023	Mrs NG Brown - Invoice 2023-20	BACS	48.00	R
		<b>Total Receipts</b>	<b>380.50</b>	
		<b>Total Payments</b>	<b>334.11</b>	

P: AQ; S: AM, All in favour

b) **Parish Council Precept.** The Council noted the submitted precept form and the precept per property band.

c) **Latest Receipts and Payments Monitoring.** Noted

## 01/23-8 Community Amenities and Groups

a) **St Barts Church.** Updates to works is published in the Winter edition of newsletter.

b) **St Mary's Church.** The Church Committee were very pleased with the support received for the Autumn events; the Charity Bingo, Christmas Fair and Carol Service. There were also a good number of people who attended the Christmas Morning Communion Service. The first DCC meeting for 2023 has been held and chose SENSE (Louth Branch) as their charity for the year.

Events have been planned starting March to December. The first being a talk by John Dunthorn 'The Night Sky and Our Place in the Universe' to be held on Friday, 24th March at 7.30p.m. An Open Gardens in June will again be organised and will ask villagers to volunteer to open their gardens for the afternoon. It is hoped to be as well attended as last year. Other events will be advertised nearer the time.

The nave lights will be changed to LED, the chancel already having been done. Work schedule from the electrician awaited.

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 26 January 2023 at 7pm in the Parish Rooms

---

- c) **Eleemosynary Charity.** A Trustees meeting is scheduled in a fortnight's time. There have been no applications received for assistance. The CVV flyers will continue to publicise the charity's offer of financial help.
- d) **Covenham Village Volunteers (CVV).** Cllr AA reported that a schedule of events for 2023 has been agreed by the Committee. The application for charitable status is still progressing. They are in the final stages of agreeing a peppercorn rate to create a community garden.
- e) **Monthly Lunches.** Cllr GP reported that the monthly lunches are now a year old and still going strong. Bookings for the February event have been received and the organisers are looking forward to welcoming back regulars and hopefully get new people to come. A donation to St Mary's Church was given for the free use of the premises. Other charities will be considered when funds allow.

## **01/23-9 ELDC/LCC Services**

- a) **ELDC.** No further reports.
- b) **LCC.** None

## **01/23-10 Planning Matters**

- a) The Council noted that **N/038/01634/22** Driftwood, Newbridge Lane, Covenham St May has been approved.
- b) No new applications considered.

**01/23-11 Date of Next Meeting.** Thursday, 30 March 2023, 7pm, Parish Rooms noted.  
**Items for the agenda:**

1. Review of Parish Rooms booking rates.

The meeting closed at 9:30pm.