

COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 24 November 2022 at 7pm in the Parish Rooms

There was one member of the public present who was the candidate for co-option, Minute reference 11/22-04.

Report from Outside Bodies.

LCC. Cllr Alex Hall (LCC) reported that he received a lot of representation from his constituents against the Louth Active Travel Scheme initiative in Louth. The parklets have been removed and LCC will now look at other schemes to alleviate transport issues in the town.

ELDC. Cllr Mossop was not able to attend and sent his apologies.

11/22-1 Record of Members Present and Apologies

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

Also present: Cllr Alex Hall (LCC Ward Member) and Mrs Nadine Must (Parish Clerk/RFO)

Apologies accepted: Cllr Edward Mossop (ELDC)

11/22-2 To receive any Declarations of Interest on any item on the agenda. Cllrs IA and NGB declared their interests on Agenda item 11/22-7a for payments due to them.

11/22-3 Minutes from 29 September 2022. It was resolved that the draft minutes were accurate and was duly signed by the Chair.

P: NGB; S: IA, Passed

11/22-4 Councillor vacancy. The Council unanimously voted to co-opt Angela Aylett to the Parish Council. Cllr AA signed her Declaration of Acceptance of Office and will complete the Register of Interests at a later date. Cllr NGB will arrange for a dedicated email address.

P: NGB; S: AQ All in favour

11/22-5 Council Matters

- a) **Chair's Remarks.** The Chair thanked all those in the parish who have helped and supported in all the various events in the Parish. Special thanks to Cllr IA for all his volunteering hard work in the Parish Rooms. The Chair reminded all Councillors that email correspondence should be circulated to all respondents to ensure that everyone is informed and up to date.
- b) **Clerk's Report and Communications Received.** Noted. The Council agreed to invite LCC Emergency Planning Unit on the next meeting to do a presentation on Emergency Preparedness. CVV will consider registering with the South and East Lincolnshire Community Lottery.
- c) **Parish Newsletter.** It was resolved to move the next edition of the newsletter for February 2023 and call it the Winter edition. Deadline for articles is 15th January and for distribution before February.
- d) **LALC AGM Conference.** The Clerk reported that ELDC will continue to provide the hard copy nomination forms at the May 2023 election and has agreed for the Clerk to submit all completed nominations on behalf of all candidates. There was also discussion on how best to encourage residents to join the parish council.
- e) **Remembrance Sunday.** The Council's decision to have the service at 11am was very well received and there was a good turnout. The Chair received good feedback on how it was organised and quite a few residents joined in the refreshments at the Parish Rooms afterwards. It was agreed to do the same for next year.
- f) **Christmas Tree and decorations.** Cllr AA volunteered to buy the tree and provide a suitable container to place in front of the building. The Vice Chair will bolt in place to secure. Cllr NGB

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has also volunteered to provide a Christmas Tree for inside the parish rooms and will seek donations for Christmas decorations.

11/22-6 Parish Rooms

a) **Restrictive Covenants on the Conveyance Deed dated 1985.** The Council agreed to allow CVV to investigate the process, cost and implications and likelihood of removing the restrictions and will report back at the next meeting.

P: NGB; S: AA All in favour

b) **Sealing of outside walls to prevent penetrating damp.** The damp is getting worse and it was agreed to get quotes which the Vice Chair volunteered to do.

P: NGB; S: AM All in favour

c) **Storage facility.** Cllr IA reported that some of the existing wood are unsuitable for shelving and it was agreed to purchase two sheets of plywood to finish the task. The Clerk will try and register for a trading account with Lincolnshire Building Supplies to ease procurement. Cllr NGB has volunteered to tidy the cupboard between the toilets and clear unwanted items.

d) **Electrical works.** The Council was delighted with the new lighting panels.

e) **Furniture and other equipment.** This was deferred until resources allow or when external funding could be secured.

P: IA; S: AQ All in favour

11/22-7 Finance and Budgets

a) **Payments.** The Council accepted payments for November 2022 detailed below.

	To	Amount (£)
1	Parish Clerk Salary and expenses	1,206.92
2	RJC Gardening - October invoice	72.00
3	Louth Interskill - repair of benches	200.00
4	Cllr IA – reimbursement for kitchen utensils, cutlery, crockery, glasses	405.49
5	Cllr NG Brown – reimbursement for combination key safe box	12.99
	Total	1,897.40

Receipts and payments between meetings

Date	To/From	Transaction	Amount (£)	Receipt (R)/ Payment (P)
27/09/2022	Ian Appleby - Invoice 2022-11 advertisement in newsletter	BACS	25	R
12/10/2022	Angela Aylett - Invoice 2022-08 - advertisement less credit	BACS	91	R
14/10/2022	CG Boiler Services - Invoice 2022-10 advertisement in newsletter	BACS	50	R
24/10/2022	Mrs Nicky G Brown - Invoice 2022-14 private hire	BACS	72	R
29/10/2022	RBL Poppy Appeal	Cheque 101	-25	P
31/10/2022	GRS Group Limited INV 1488 Plaque	BACS	-46.39	P
31/10/2022	Howden Joinery Ltd Invoice 849/010501	BACS	-212.62	P
31/10/2022	HMRC PAYE 475PP015400- overpayment	BACS	61.1	R
03/11/2022	Covenham Village Volunteers Invoice 2022-12 & 2022-13	BACS	66	R
07/11/2022	SWH Electrical Invoice 298	BACS	-625.78	P
	Total		-544.69	

P: AA; S: AM, All in favour

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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- b) **Community Account.** The Chair is now set up and Cllr AQ is just waiting for the card reader. Barclays Bank is requesting a whole new set of information from the Parish Council to confirm organisation details to meet legal and regulatory requirements under sections 27 and 28 of the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017. All Councillors to send the Parish Clerk the relevant information.
- c) **Parish Council 2023/24 budget.** After extensive discussion and thorough consideration, the Council agreed on the budget for Financial Year 2023/24. A precept requirement of £8,934 will be submitted to East Lindsey District Council. The Council also noted the projected parish council precept bill per property band assuming the same tax base as in the previous year.

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budget 2022/23	Current as @ 07/11/22	Estimated Year-end 2022/23	Proposed Budget 2023/24
RECEIPTS							
Precept	3,550	3,550	6,176	6,795	6,795	6,795	8,934
Parish Room Rental Income	250	0	545	0	220	300	750
Parish Newsletter Advertisement					175	175	200
Grants	69	19,769.21	8,200	0	550	550	0
VAT	0	0	145	3,200	3,716	3,716	322
Sub-Total	3,869	23,319	15,066	9,995	11,456	11,536	10,206
						Bank Balance estimated at year end	2,466
						Total Receipts	12,672
PAYMENTS							
Staff Costs	377	1,797	6,447	5,700	2,944	6,096	6,300
Parish Rooms	2,355	632	25,565	2,000	2,467	2,800	2,500
Gardening Services	895	480	1,110	500	594	666	700
Insurance	380	386	392	392	404	404	410
Elections Cost	49	0	0	0	0	0	100
Other (To be reclassified as S137 allowance)	175	76	245	300	225	300	450
Stationery & postage	0	112	228	100	295	410	450
Audit Fees	132	40	40	40	280	280	50
Website development	0	250	0	0	0	0	0
LALC Membership -	0	140	141	150	144	144	160
LALC Training scheme	0	54	153	110	163	180	200
Zoom Conference Facility	0	60	0	0	0	0	0
Assets repair and maintenance	0	0	100	300	0	250	200
General Contingency (10%)	0	0	0	403	0	0	1,152
Total Expenditure	4,362	4,027	34,421	9,995	7,516	11,530	12,672
Receipts	3,869	23,319	15,066	9,995	11,456	11,536	12,672
Payments	4,362	4,027	34,421	9,995	7,516	11,530	12,672
Balance	-493	19,292	-19,355.00	0.00	3,940.02	6.32	0.00

- d) **Latest Bank Statement and Receipts and Payments.** Noted

11/22-8 Community Amenities and Groups

- a) **St Barts Church.** The trustees are awaiting funding approval for a complete floor to roof survey which is essential for planning any future refurbishment. The events held during the year were successful thanks to the weather. More are planned for next year and they are grateful to the CVV for getting involved. The long dry spell also took its toll on St Bart's and several other churches in the area with some existing cracks expanding probably due to the ground drying out more than usual. Trustees have put 'tell tales' in place to monitor what happens over the winter months. The latest temporary roof seems to be holding up well with little maintenance required over the summer months and, as a result, the interior is now much drier than in recent years.

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- b) **St Mary's Church.** An enjoyable Harvest Service and Supper was held early October and the annual charity bingo night later in the same month which raised £130 for ECHO East Coast Homeless. The Christmas Fair was held 19th November and was hectic with visitors both from the village and further afield. The event raised over £400 for Church Funds. The next event is the Carol Service on Friday, 16 December at 7p.m. to be led by Jenny Ballantyne and will also include an item on Christingles. After the service, attendees will be invited to the traditional glass of wine and seasonal refreshments as a 'thank you' for support during the year and also an opportunity for people to catch up. This year the Rev. Jean Wrisdale is leading a Family Service of Holy Communion on Christmas Morning at 10.30a.m. There will not be a service on New Year's Day. The Book of Condolence for Her Late Majesty Queen Elizabeth II is being stored in the Church as an historical record for the community.
- c) **Eleemosynary Charity.** No applications have been received for financial help. The Trustees will consider other ways of encouraging those in need to contact the charity.
- d) **Covenham Village Volunteers (CVV).** Cllr NGB reported the Friday weekly café mornings are continuing and raised £105 for the Macmillan Coffee Morning Fund. The November café theme was table top/jumble sales and December will be all things Christmas kicking off on 2 December with a wreath making demo. CVV has also set up a book exchange during café mornings. A Weekly Friday Evening Games Club starting 25 November is hoped to bring more people for a hot drink and nibble and some fun. The October Social Evening was a great success with 36 resident attending and raised £576.71. The event also raised funds for St Barts Trust, Cancer Research and CVV's Village Green space project located in the orchard north of St Mary's Church. There is also a Festive Social Evening on the 10 December. Flyers have been circulated to promote the events.
- e) **Monthly Lunches.** Cllr GP reported that the last lunch for this year is on 7 December. There will be no lunch scheduled for January as it is too close to the New Year.

11/22-9 ELDC/LCC Services

- a) **ELDC.** None reported.
b) **LCC.** None

11/22-10 Planning Matters

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

11/22-11 Date of Next Meeting – Thursday, 26 January 2023, 7pm, Parish Rooms noted.

The meeting closed at 9:20pm.