

COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 29th September 2022 at 7pm in the Parish Rooms

There were no members of the public present.

Report from Outside Bodies.

a) **ELDC Ward Member** Cllr Edward Mossop reported that ELDC headquarters will be moving to Horncastle around October 2022. Various office equipment no longer required were put in a skip outside Tedder Hall for anyone to avail. Cllr Appleby will have a look as he is in the vicinity. There is no update on the Mill House planning application and the parish council will not be eligible for the Warm Spaces initiative as there will not be enough volunteers.

09/22-1 Record of Members Present and Apologies

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

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

Apologies accepted: Cllr Anne McCready (AM) and Cllr Alex Hall (LCC)

The Chair reported that Cllr Alyson Wiltshire (AW) resigned last night due to her work commitments.

09/22-2 To receive any Declarations of Interest on any item on the agenda. Cllrs IA, AQ and NGB declared their interests on Agenda item 09/22-6b for payments due to them.

09/22-3 Minutes from 4th August 2022. It was resolved that the draft minutes were accurate and was duly signed by the Chair.

P: NGB; S: AQ, All in favour

09/22-4 Council Matters

- a) **Chair's Remarks.** The Remembrance Sunday will go ahead as planned. It was agreed that the Chair will lead the commemoration which starts at 11am. Attendees to congregate at 10:45am at the war memorial in St Barts Church and there will be refreshments available in the Parish Rooms at 11:15am. There was an offer of a lay reader but was not accepted because of the time availability. The Clerk to order the remembrance wreath from the supplier used last year.
- b) **Clerk's Report and Communications Received.** Noted. The Clerk will send apologies on behalf of the Parish Council to Victoria Atkin MP on her invitation to the Winter Support Summit on the 14 October.
- c) **Parish Newsletter.** The October issue has been delivered and a rota for distribution was agreed.
- d) **Councillors Training.** Cllrs AQ and NGB attended different events and considered the training very useful and interesting. The Vice Chair will be interested in attending an IT course when available.
- e) **Council Assets.** The Clerk has followed up with Louth Interskills but no date has been provided on when they will repair the benches.
- f) **Arnold Baker's Local Council's Administration book.** It was resolved not to purchase the book at this time. It was suggested that it may be possible if the cost can be shared with another parish council nearby.
- g) **Civility and Respect Pledge.** Council resolved to sign up to the Pledge.

P: NGB; S: IA, All in favour

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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09/22-5 Parish Rooms

- a) **Queens Platinum Jubilee Grant.** It was noted that £550 is now banked. The Clerk is sourcing a plaque design. It was resolved that more cabinets need to be installed in the kitchen to store the crockery procured from the Covenham Village Volunteers. Cllr IA will source from Howden and assemble the cabinets.
- b) **Storage facility.** Cllr IA has purchased all the wood required to complete the project.
- c) **Ceiling works.** The Council thanked Cllr IA who has replaced the broken ceiling tiles.
- d) **Electrical works.** The Council resolved to accept the quote for £618.58 to replace the light fittings with led panels. The Clerk will contact the approved contractor.

P: NGB; S: IA All in favour

- e) **Outside painting and fascia.** The Council resolved to defer this project to include all other works required including replacing the back door. A suitable budget provision of £1,500 will be added as a specific reserve to next year's budget proposal.

P: DW; S: NGB All in favour

- f) **Ladies toilet.** The Council thanked Cllr IA for replacing the cistern and fixing the door lock.

- g) **Lawn/grass.** The Council considered keeping the grass or replacing with gravel or artificial grass at the back. It was resolved to maintain the grass and buy an electric lawn mower. Councillors will take turns to cut the grass. Cllr AQ will obtain quotes.

P: GP; S: AQ All in favour

- h) **Key safe code.** The Council agreed to purchase for easy access to the parish rooms. The Vice Chair will get permission from the next door property for access to install the equipment. A code was agreed and will be shared with those requiring access to the parish rooms.

P: IA; S: AQ All in favour

09/22-6 Finance and Budgets

- a) **2021-2022 AGAR.** The Council noted the feedback received from the External Auditor. The notice of conclusion of audit has been uploaded on the parish council website and will be posted in the noticeboard by 30th September.
- b) **Payments.** The Council accepted payments for September 2022 detailed below.

	To	Amount (£)
1	ParishClerk Salary and expenses	460.72
2	RJC Gardening - invoices from August to September	180.00
3	Reimbursement to Cllr I Appleby for materials	63.30
4	Reimbursement to Mrs N Must - Newsletter October issue	120.63
5	PKF Littlejohn LLP - External audit fee	240.00
6	Cllr Angela Quinton - mileage expense - Councillor training	25.20
7	Covenham Village Volunteers - crockery	110.49
8	LALC - Cllr A Quinton councillor training (7 Sept. 22)	12.00
9	Charlotte's Cleaning Services - Invoice 79	60.00
	Total	1,272.34

P: GP; S: IA, All in favour

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Receipts and Payments between meetings				
Date	To/From	Transaction	Amount (£)	Receipt (R)/ Payment (P)
21/09/2022	Anglian Water	Direct Debit	-36.14	P
14/09/2022	Invoice 2022-07 Covenham Village Volunteers Booking	BACS	18.00	R
08/09/2022	East Lindsey DC Queen's Platinum Jubilee Grant	BACS	550.00	R
	Total		531.86	

- c) **Community Account.** Cllr NGB is now set up. The Chair and Cllr AQ still waiting for their bank log in details.
- d) **Parish Council 2023/24 budget proposals.** The Council discussed budget provisions for the next financial year and replacement tables and chairs, putting up curtains and a coffee machine were considered. It was agreed to source 6 tables with folded legs and 40 comfortable chairs. Current plastic chairs will be kept for outdoor use.
- e) **Latest Receipts and Payments Monitoring.** Noted

09/22-7 Community Amenities and Groups

- a) **St Barts Church.** The October 2022 newsletter had the latest update.
- b) **St Mary's Church.** No further updates apart from those listed in the newsletter.
- c) **Eleemosynary Charity.** Funding availability on the newsletter. The Trustees agreed not to have a Christmas event this year.
- d) **Covenham Village Volunteers.** Cllr NGB reported that they are hoping to organise a Quiz Night, a Race Night and a Christmas event. Details have not been agreed.
- e) **Tree Council's Branching Out Fund.** This was noted but no suitable areas found to plant more trees.

09/22-8 ELDC/LCC Services

- a) **ELDC.** None reported.
- b) **LCC.** No update

09/22-9 Planning Matters

1. **The Council noted the update on**
 - a) **N/038/01634/22** Driftwood, Newbridge Lane, Covenham St May – No objections submitted
2. No new applications were available

09/22-10 Date of Next Meeting – Thursday, 24th November 2022, 7pm, Parish Rooms noted.

The meeting closed at 9pm.