

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 4<sup>th</sup> August 2022 at 7pm in the Parish Rooms

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## Public Forum

There was one member of the public present at the meeting. The LCC Ward Member sent his apologies. The ELDC Ward Member was not able to attend the meeting.

**08/22-1 Election of Chair.** Cllr Gillian Pollard was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Gillian Pollard as Chair and duly signed the Declaration of Acceptance of Office.

P: IA; S: AM, All in favour

**08/22-2 Election of Vice-Chair.** Cllr Ian Appleby was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Ian Appleby as Vice-Chair and duly signed the Declaration of Acceptance of Office.

P: AM; S: NGB, All in favour

## 08/22-3 Record of Members Present and Apologies

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

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

Apologies received and accepted: Cllr Alyson Wiltshire (AW) and County Cllr Alex Hall

**08/22-4 To receive any Declarations of Interest on any item on the agenda.** Cllr IA declared his interests on agenda items 08/22-7e and 7f.

**08/22-5 Minutes from 26<sup>th</sup> May 2022** – It was resolved that the draft minutes were accurate and was duly signed by the Chair.

P: AQ; S: AM, All in favour

## 08/22-6 Council Matters

a) **Annual Review of Policies.** The Council reviewed the policies listed below and agreed that the documents were still relevant except on specific areas outlined below. The Clerk to amend dates of policies on the council website.

- i. **Equal Opportunities Policy.** Agreed with no changes.
- ii. **Data Protection Policy.** It was resolved to adopt the draft policy as recommended by the Parish Clerk which was shorter and more concise.
- iii. **Publication Scheme.** The Council resolved to increase the charge to 20 pence per page for any hard copy requests.

P: AQ; S: IA, All in favour

b) **Risk Assessment Policy.** The Council resolved to approve the policy which is based on the generic council risk register provided by an insurance company.

P: IA; S: AM, All in favour

c) **Clerk's Report and Communications Received.** Noted

d) **Parish Newsletter.** The Council agreed the advertising terms for any tradespeople to advertise on the quarterly Parish Council newsletter as below.

Full page - £100.00 pa	Half page - £50.00 pa	Quarter page - £25.00 pa
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P: NGB; S: AM, All in favour

e) **Council Assets.** The Council considered the quote from Louth Interskills and agreed for all three benches to be repaired. The bench at St Bart Heritage Church need to be

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unsecured from the base for transporting to the workshop. The benches located in the cemetery and by the noticeboard will also be taken away for repair.

P: IA; S: AQ, All in favour

f) **Flood Warden.** Cllr AQ volunteered to take on this duty. The Clerk will inform LCC for any training/information requirements.

g) **Remembrance Sunday.** There will be no service at St Mary's Church this year. It was therefore resolved that the Parish Council will organise the event including the laying of the wreath. The Chair will find out if any lay readers will be available and report back at next meeting.

P: NGB; S: IA, All in favour

h) **Ultrafast broadband.** Previous communications with InternetTY suggested that Covenham is not currently covered under the government voucher scheme so securing ultra-fast broadband to the parish would have to be self-funded. Further discussions had not taken place. It was therefore agreed to write an article in the next newsletter about the scheme to gather interests from residents in order to secure a presentation from the company. Mr Gareth Smith has agreed to write the article.

i) **Mobile Speed Sign Coordinator.** Cllr IA volunteered as the coordinator and charging of the device when in place.

## 08/22-7 Parish Rooms

a) **Electricity Supply.** The Council agreed to get Utility Warehouse to provide quotes from service providers with the most favourable terms before the E.ON fixed contract ends at the end of September.

P: IA; S: NGB, All in favour

b) **Queens Platinum Jubilee Grant.** The Parish Council resolved to use the £550 grant to buy the crockery currently being used by the Covenham Village Volunteers for the coffee mornings at the Parish Rooms. The rest of the grant will be used to buy any other cutlery and crockery required to complete the kitchen tools which will enhance the facilities available for use by hirers. Grant money will also be allocated to get a plaque installed in the Parish Rooms to state that the Queen's Platinum Jubilee Grant has been used to furnish the kitchen in the Parish Rooms. This would still abide by the purpose of the grant which is enhancing the wellbeing of facilities within the community.

P: AM; S: IA, All in favour

c) **Storage facility.** It was resolved to dispense of the old staging currently in the shed. Cllr IA will re-use and upcycle suitable timber to make shelves for storage. The Council agreed to reimburse for any extra wood that need to be bought to complete the shelves.

P: NGB; S: AM, All in favour

d) **Ceiling and windows works.** Cllr AQ provided the quote received from another supplier for the ceiling tiles. After much discussion, it was agreed to defer any works on the ceiling and focus on replacing the lights for more efficient and environmentally-friendly options. Electrical contractors to be contacted for quotations. The Council thanked Cllr IA for repairing the windows latch. No further works on the windows required.

e) **Parish Room Notice board.** The Council thanked Cllr IA for making the two noticeboards outside the parish rooms. The cost was much cheaper than buying a stand-alone A board and are firmly secured.

P: NGB; S: AM, All in favour

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- f) **Outside tap.** The Council noted the urgency of fitting an outside tap to be used for watering the plants outside the parish rooms. Cllr IA got permission from the resident next door to fit the tap at the boundary.

P: NGB; S: AM, All in favour

- g) **Noisy toilet after flush.** The Council agreed for Cllr IA to replace cistern valve.

## 08/22-8 Finance and Budgets

- a) **2021-2022 AGAR.** The Council noted acknowledgement of submission from External Auditor. No time frame given for completion date and will contact the clerk if more information is required.
- b) **Payments.** The Council resolved to accept the following receipts and payments for August 2022

	To	Amount (£)
1	Parish Clerk Salary and expenses	1,466.77
2	RJC Gardening - invoices from April to July	414.00
3	Reimbursement to Cllr I Appleby for noticeboard	89.27
	<b>Total</b>	<b>1970.04</b>

To note invoices and other payments paid/received since last meeting under delegated powers in accordance with the Council's Financial Regulations 5.5

Date	Transaction	To	Amount (£)	Receipt (R)/ Payment (P)
31/05/2022	BACS	HMRC VAT reclaim	-	R
14/06/2022	BACS	SLCC Membership	144.00	P
21/06/2022	DD	Anglian Water	42.26	P
23/06/2022	BACS	Angela Aylett- plants	35.00	P
23/06/2022	BACS	Ian Appleby - reimbursement	180.18	P
29/06/2022	BACS	Covenham Village Volunteers Invoice 2022-03	-15.75	R
29/06/2022	BACS	Covenham & Friends Gardening Club (C&FGC) Invoice 2022-04	-3.00	R
06/07/2022	BACS	Angela Aylett- plants sale and C&FGC meeting Invoice 2022-06 (Credit note of £6)	24.00	R
		<b>Total</b>	<b>3,309.25</b>	

P: AQ; S: AM, All in favour

- c) **Community Account.** Barclays Bank has asked for further documentation on the bank mandate changes and the new signatories need to verify their identities at a Barclays Bank branch.
- d) **Latest Receipts and Payments Monitoring.** Noted.

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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## 08/22-9 Community Amenities and Groups

- a) **St Barts Church.** There were a lot of people that attended the Heritage Day on the 16 July 2022. The weather was amenable and the food was good.
- b) **St Mary's Church.** The Jubilee celebrations were well attended and the free lunch hosted at the church was a success. Eight gardens participated in the Open Gardens. The next event is the September Wolds and Coast weekend and the jigsaw exhibition. The committee will welcome more donations of jigsaw puzzles. The Church is also booked for Baptism in October. There is still no resolution on the outside lights to illuminate the churchyard path at night.
- c) **Eleemosynary Charity.** On the resignation of Don Wiltshire from the Charity, a new replacement trustee was required. It was proposed and seconded that Cllr GP be voted in as the new trustee. The Charity meets four times a year.  
P: NGB; S: AM, All in favour
- d) **Covenham Village Volunteers.** Cllr NGB reported that the group provided the coffee refreshment at the St Barts Heritage Day and was very successful. They are now planning to hold a Table Top Sale in the Parish Rooms and are looking for volunteers to organise the event.
- e) **Heritage Trail.** Cllr NGB reported that the Covenham Village Volunteers will update the narrative on the trail route.
- f) **Cycling events through the village.** It was noted that the Council is not being made aware of events when groups of cyclists pass through the village and block the road. The Clerk to find out and report at next meeting.

## 08/22-10 ELDC/LCC Services

- a) **ELDC.** The roadsweeper came on Sunday, 24<sup>th</sup> July 2022
- b) **LCC**
  - i. Bridge over Poulton Drain tree pruning debris and handrail post. No authority has claimed responsibility for the debris. LCC has reported that the handrail post is not a priority and has not given any time frame for completion.
  - ii. Beware Horses sign on Main Road. The sign has now been erected further away from the original site but there is still no similar sign at Ings Lane. The Clerk to get an update from LCC.
  - iii. Give Way sign. This has now been erected.
  - iv. Footpath cleaning. This has been completed. The Council noted that the state of the footpath all along the Main Road in both villages needed repair. The Clerk to report on fixmystreet.

## 08/22-11 Planning Matters

### 1. updates on applications.

- a) **N/037/00435/22 The Plough** - approved
  - b) **N/038/01929/21 Ashdown Cottage** - approved
- (2) There were no new applications for consideration.

**08/22-12 Date of Next Meeting** – Thursday, 29 September 2022, 7pm, Parish Rooms  
The meeting closed at 9:25pm.

Agenda items for next meeting: Outside painting and fascia, door lock on ladies' toilet.

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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