

COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 26th May 2022 at 7:20pm in the Parish Rooms

There were three members of the public present at the meeting to observe.

Report from Outside Bodies. ELDC Ward Member Cllr Edward Mossop and LCC Ward Member Alex Hall did not have any further updates from those reported in the Annual Parish Meeting held prior to this parish council meeting.

05/22/2-1 Record of Members Present and Apologies

Present: Cllr Don Wiltshire (DW) (Chair), Cllr Anne McCready (AM), Cllr Alyson Wiltshire (AW), Cllr Gillian Pollard (GP), Cllr Nicky Gulley Brown (NGB), Cllr Angela Quinton (AQ) and Cllr Ian Appleby (IA)

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

05/22/2-2 To receive any Declarations of Interest on any item on the agenda. None

05/22/2-3 Minutes from 11th May 2022. It was resolved that the draft minutes were accurate and was duly signed by the Chair.

P: NGB; S: GP, All in favour

05/22/2-4 Council Matters

a) **Chair's Remarks.** The Chair reported that the cleaning of the Parish Rooms had been satisfactory but the only issue was the cost of having it done prior to every meeting. It was agreed that the Covenham Village Volunteers will clean the rooms after their coffee morning event in July leaving the rooms clean enough prior to the parish council meeting in early August. The cleaning provider will be requested to service the rooms every other meeting starting in September.

b) **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. Standing Orders. Append at Item 2e that each member of the public will be allowed a maximum of two minutes to speak.
- ii. Financial Regulations – no change
- iii. Code of Conduct – no change
- iv. Environmental Policy – no change
- v. Health and Safety Policy. Cllr AQ was duly appointed Health and Safety Coordinator.

P: DW; S: NGB All in favour

c) **Safeguarding Vulnerable Persons Policy.** It was resolved to adopt the policy as drafted. The Clerk will publish on the website.

P: DW; S: NGB All in favour

d) **Complaints Procedure.** It was resolved to adopt the policy as drafted. The Clerk will publish on the website.

P: DW; S: AW All in favour

e) **Clerk's Report and Communications Received**

- i. **Archer Survey.** Now in situ for 10 days
- ii. All other actions completed and noted.

f) **Parish Newsletter.** Jubilee issue delivered. Cllr AM organised distribution rota for each parish councillor.

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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- g) **Parish Noticeboards.** Louth Interskills provided quotes for both St Mary's Church and the parish council noticeboard in Main Road. It was resolved to wait for the quotes to the benches before making a decision.

05/22/2-5 Parish Rooms

- a) **Storage facility for hirers.** This was deferred for next meeting but it was resolved to look at available storage in the shed and clear out redundant equipment.
- b) **Cutlery and crockery.** This was deferred until any bookings require use of items.
- c) **Ceiling and windows works.** Louth Glass Supply to visit and quote for repair and replacement. Chair to meet on Monday, 20th June. MPR Development and SBR Drywalls will contact parish clerk to book a visit.
- d) **Purchase of A boards.** The Council considered erecting a display board to be attached to the parish rooms walls instead of buying mobile A boards that may be stolen. Cllr IA to source costs and report back.
- e) **Summer bedding plants and planters.** The Council resolved to accept the offer of a resident to provide bedding plants and carry out maintenance at minimal cost. Cllr IA to source and build the planters required.

P: DW; S: NGB All in favour

05/22/2-6 Finance and Budgets

- a) **2021-2022 AGAR.** The Council noted the **Internal Auditor's report**
- b) **2021-2022 AGAR.** The Council reviewed and approved the **Governance Statement**
- c) **2021-2022 AGAR.** The Council reviewed and approved the **Accounting Statements** and all other supporting financial records.
- d) **Payments.** The Council accepted payments for May 2022 detailed below.

	To	Amount (£)
1	Mrs N Must- reimbursement for Instant Print June 2022 newsletter	110.60
2	Cllr AM - reimbursement for fridge thermometer	2.49
3	Mrs J Cooper - Internal audit work	40.00
4	SLCC Membership - for Parish Clerk	144.00
5	St Barts Heritage Trust - maintenance grant	200.00
6	Charlotte's Cleaning Services - May 2022 cleaning	71.00
	Total	£568.09

P: AW; S: IA All in favour

- e) **Community Account.** The Clerk to avail of Barclays Bank visit at Louth Library to request new mandate.
- f) **Latest Receipts and Payments Monitoring.** Noted

05/22/2-7 Community Amenities and Groups

- a) **St Barts Heritage Trust.** It was resolved to give £200 grant for the continued maintenance of the closed churchyard.
- b) **St Mary's Church.** Cllr AM reported the various events being organised which is listed in the June 2022 issue of the parish newsletter including Open Gardens, August Mad Hatters Tea Party and Wolds and Coast Weekend in September.

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- c) **Eleemosynary Charity.** No further update.
- d) **Covenham Village Volunteers.** No further update.
- e) **Heritage Trail.** The Clerk to send all councillors the map and trail narrative.

05/22/2-8 ELDC/LCC Services

- a) **ELDC.** The roadsweeper has not come. Clerk to follow up.
- b) **LCC**
 - i. Bridge over Poulton Drain. The Chair will take photo to show LCC missing handrail for safety purposes.
 - ii. Footpath cleaning. This has not been actioned. Clerk to follow up.
 - iii. Horses signs. Job orders created. No timeline provided
 - iv. Give Way sign. Works issued but no completion date provided.

05/22/2-9 Planning Matters

1. **The Council noted the updates on applications outlined below**
 - a. **N/218/00436/22** The Grange Bungalow, Yarburgh, - **approved**
 - b. **N/037/00407/22 and N/037/00408/22** The Mill House – **no decision as yet**
 - c. **N/037/00325/22** Owl House, Main Road, Covenham St Bartholomew – **approved**
 - d. **N/037/00771/22** | Endeavour, Main Road, Covenham St Bartholomew Non-material amendment to that previously approved under planning permission ref no. N/037/1978/17 – **approved**
 - e. **EN070008** - V Net Zero Pipeline - EIA Scoping Notification and Consultation – **no update**
- (2) **The Council considered the following applications**
 - a) **N/038/01929/21 Ashdown Cottage.** It was resolved to object this application as previously fed back to ELDC.
 - b) **N/037/00435/22 The New Plough.** It was resolved to object this application and reiterate the planning conditions imposed on the previous permission for a single dwelling. The Clerk to contact ELDC Officer in securing Local Heritage Listing.
 - c) **N/038/00724/22 | Holly Lodge, Main Road, Covenham St Mary.** The Council resolved not to make any comment on this application.

05/22/2-10 Date of Next Meeting – Thursday, 4th August 2022, 7pm, Parish Rooms

The meeting closed at 8:50pm.