

COVENHAM PARISH COUNCIL

Minutes of the meeting held Thursday, 11th May 2022 at 7pm in the Parish Rooms

05/22-1 Election of Chair. Cllr Don Wiltshire was proposed and seconded for the appointment. There being no other nominations, it was RESOLVED to appoint Cllr Don Wiltshire as Chair and duly signed the Declaration of Acceptance of Office.
P: AM; S: GP, All in favour

05/22-2 Election of Vice-Chairman. There were no nominations proposed. It was resolved to consider this position at a later date after the co-options have been finalised.

05/22-3 Public Forum.

Two members of the public were present both of which were candidates for co-option. There were no representations from ELDC, LCC or the Police.

05/22-4 Record of Members Present and Apologies

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

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

05/22-5 To receive any Declarations of Interest on any item on the agenda – None

05/22-6 Minutes from 8th April 2022 – It was resolved that the draft minutes were accurate and was duly signed by the Chairman

P: AW; S: AM, All in favour

05/22-7 To consider applications received for co-option

Angela Quinton and Ian Appleby submitted their eligibility forms including a short summary of their interests and skills which were forwarded to all Councillors. It was resolved to unanimously co-opt both candidates who duly signed their Declaration of Acceptance of Office and participated in the meeting proceedings.

P: NGB; S: AW, All in favour

05/22-8 Council Matters

a) **Actions from previous meeting.** Noted and further action required as below

Item	Action
1. ELDC Road sweeper	Include Ings Lane at Covenham St Mary
2. LCC via Fixmystreet - footpath clean along cemetery	Follow-up date
3. Louth Interskills	Quote for noticeboards and ask to quote for repair of benches at St Barts churchyard, next to noticeboard and in cemetery
4. E.On complaint	Work in progress
5. Ceiling and windows works	Follow-up on other firms for quotation
6. Bank mandate extra signatories	Add Cllrs GP, NGB, IA and AQ as signatories
7. Heritage Trail	Chairman to walk trail and report back.
8. Overhanging trees hazard	Send thank you letters to Blenheim House and 2 Chapel Close

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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9. Bridge over Poulton Drain	Fence post required below hand railpost for children safety measure
10. Beware Horses Sign	Follow up with LCC
11. Southfield Farm driveway ELDC Planning	Follow up with ELDC Enforcement 038/00145/22/N
12 Parish Clerk Performance Appraisal	Clerk to complete the form and to be signed by Chair

b) **Newsletter June edition.** All Councillors will send their articles by deadline date of 15th May. Adverts from local tradesmen to be explored. Cllr AM will find out cost of adverts charged in the Fotherby newsletter.

1. **Parish Rooms Bookings Contact.** The Council asked the Clerk to manage the bookings contact email and give access to the Chairman when on holiday. Spare keys held by Mr G Smith to be returned.

05/22-9 Finance and Budgets

a) To review the end of year **Receipts and Payments 2021/22.** Noted

b) **Payments.** The Council resolved to accept the following receipts and payments for May 2022.

Cheque No.	To	Amount (£)
101180	Parish Clerk – salary and expenses	935.85
101181	Mr G Smith – reimbursement for Parish Rooms fridge	180.00
BACS	Zurich Insurance 2022/23	403.62
BACS	LALC Invoice – 12639	12.00
	Total	£1,531.47

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	Payment Type	To/From	Amount (£)
11/04/2022	BACS	Parish Precept received	(55,000.00)
12/02/2022	BACS	ELDC – overpayment of precept	48,205.00
14/04/2022	BACS	Jubilee Committee – Invoice 2022-2	(9.00)
14/04/2022	BACS	N Gulley Brown – Invoice 2022-1	(18.00)
20/04/2022	DD	E. On Next	382.86
04/04/2022	BACS	D. Salkeld Ltd (credit)	10.00
		Total	(£6,429.14)

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05/22-10 Parish Rooms

- a) **Suspended Ceilings works.** One quote received to replace whole ceiling tiles amounting to £4,220 inclusive of VAT. Clerk still waiting for call back from two other contractors. There was a discussion on the need to replace the whole suspended ceiling. It was resolved that further visits and quotes should include full replacement and a separate quote for ceiling tiles replacement as necessary.
- b) **Terms and conditions of hire** was also discussed and changes agreed. Clerk to purchase a visitors' book. Storage of equipment to be discussed at the next meeting.
- c) **Noticeboard.** Chair and Cllr IA to put up the noticeboard inside hallway for putting up all necessary documents and checklists.

05/22-11 Date of Next meeting – Thursday, 26th May 2022, following Annual Parish Meeting scheduled for 6:30pm, Parish Rooms

The meeting closed at 8:20pm.