

# COVENHAM PARISH COUNCIL

Minutes of the meeting held Friday, 8<sup>th</sup> April 2022 at 7:00pm in the Parish Rooms, Covenham St Bartholomew

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**Public participation.** Three members of the public attended the meeting, two of which were candidates for co-option. The third member of the public came purely to observe.

Cllr AM reported that a farm tractor had left a lot of mud on the Main Road and the Parish Clerk was requested to get the ELDC Street Cleaner come to sweep up.

The footpath along the cemetery and the former pub also required some cleaning. Parish Clerk will report on Fixmystreet.

## Report from Outside Bodies.

- a) **ELDC Ward Member.** Cllr Edward Mossop was not in attendance.
- b) **LCC Ward Member.** Cllr Alex Hall was pleased that the white give way lines at Newbridge Lane have now been completed. He was also pleased that an LCC Highways Officer came to the parish to look at the other Highways issues the Council wants to install.
- c) **Neighbourhood Policing team (NPT).** No update. The Parish Clerk reported that she messaged the new Community Beat Manager but did not get any response.

## 04/22-1 Record of Members Present and Apologies

**Present:** Cllr Gareth Smith (GS) (Chairman), Cllr Anne McCready, Cllr Alyson Wiltshire (AW) and Cllr Don Wiltshire (DW), Cllr Nicky Gulley Brown (NGB) and Cllr Terry Button (TB)

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

**The Chairman received a resignation letter from Emma Cooling.**

**04/22-2 To receive any Declarations of Interest on any item on the agenda.** None

**04/22-3 Minutes from 27<sup>th</sup> January 2022.** It was resolved that the draft notes from the meeting were accurate and were duly signed by the Chairman.

P: AM; S: DW, All in favour

## 04/22-4 Council Matters

- a) **Chairman's Remarks.**
  - i. No update regarding the ditch outside Ambleside from Lincolnshire Marsh Drainage Board.
  - ii. The Parish Council newsletter was delivered to all properties and the feedback was complimentary. Paper quality and number of pages were appropriate.
- b) **Actions from previous meeting.** Clerk's Report noted.
- c) **Communications.** Noted.
- d) **Parish Newsletter.** It was agreed to publish the next newsletter in time for the Platinum Jubilee celebrations in June. Deadline for articles is 15<sup>th</sup> May circulation by 29<sup>th</sup> May. Cllr AM will report on St Mary Church and the monthly lunches; Cllr DW on Eleemosynary and the Chairman will write his page and request other groups to provide their updates. It was agreed to publish the Priority Services Register articles from Anglian Water and Northern Powergrid, if space allows. The Autumn issue deadline is 15 September.
- e) **Parish Noticeboards.** Two quotes for repair of the noticeboard outside St Mary Church, were received and both were costly. Having due regard that both the Church and the Parish Council are responsible for the maintenance, it was agreed to defer the repair for another time. The Parish Noticeboard on the Main Road also requires maintenance. The Parish Clerk will get Louth Interskills to come and quote for a rub down and varnish.
- f) **Gardening Services Contract.** The Council approved the quote from RJC Gardening.

P: DW; S: AM, All in favour

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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## 04/22-5 Parish Council Co-option

All three candidates 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 all three candidates. Two candidates, Nicky Gulley Brown and Terry Button attended the meeting and signed their Declaration of Acceptance of Office and duly participated in the meeting proceedings. The Parish Clerk will send Gillian Pollard the necessary paperwork to complete.

## 04/22-6 Parish Rooms

- a) **E.On Smart Meter.** It was resolved to formally complain about the failure to install a smart meter and inform them that they should be responsible in reading the meters.
- b) **Fridge.** It was resolved to buy the Hisense fridge and the Chairman to action.
- c) **Parish Room Hiring Terms and conditions.** A few amendments still required. Cllr NGB will review and suggest changes.
- d) **Community Cinema.** No update
- e) **Ceiling and windows works.** It was agreed to get quotes for new windows and contractors to look at the suspended ceiling for a detailed assessment of works required.

## 04/22-7 Finance and Budgets

- a) **Payments** - The Council accepted the following payments for April 2022 and will be paid via BACS transfer.

	To	Amount (£)
1	Parish Clerk – salary and expenses	953.76
2	HMRC NIC payment	55.41
3	Instantprint invoice 9343243 paid by Parish Clerk	109.74
4	Charlotte’s Cleaning Services	312.50
5	Cllr D Wiltshire – reimbursement for flagpole and Ukraine flag	29.98
6	LALC Membership FY 2022/23	143.63
7	LALC Annual Training Scheme 2022/23	114.00
8	Cllr A McCready – reimbursement for keys cutting and kitchen furnishings	35.20
	<b>Total</b>	<b>£1,754.22</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

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Date	Cheque Number	To	Amount (£)
03/02/22	Credit received	ELDC Grant	(200.00)
15/02/22	BACS	RAC Joinery	150.96
21/02/22	DD	E.On Next	1,435.36
22/03/22	DD	E.On Next	293.14
22/03/22	DD	Anglian Water	43.27
03/03/22	BACS	D. Salkeld Ltd	10.00
		<b>Total</b>	<b>£1,732.73</b>

P: AW; S: GS, All in favour

- b) **Community Account.** Cllr AM is now able to authorise online but Cllr DW has not been issued with any log-in details. It was resolved to add Cllr NGB and TB as authorised signatories and remove Emma Cooling and Chris Denny from the bank mandate.
- c) **Latest Receipts and Payments and End of Year Monitoring.** Noted
- d) **2021/22 AGAR – intermediate review 5% sample.** Noted

## 04/22-8 Community Amenities and Groups

- a) **St Barts Church.** No update
- b) **St Mary's Church.** Faculty received on outside lighting. Two groups regularly hire the premises and various remedial works from quinquennial inspection are being considered.
- c) **Eleemosynary Charity.** Update to be provided in the next newsletter.
- d) **Platinum Jubilee Committee.** Plans for June celebrations are progressing. A newsletter will be sent out to residents with further details.
- e) **Heritage Trail.** It was resolved that councillors walk the trail to update the commentary before proceeding to publish.
- f) **Overhanging trees hazard and visibility issues.** The Parish Clerk sent letters to both properties pursuing their cooperation to prune the trees. If no action is done prior to the next meeting, the Parish Council will get it pruned and re-charge the cost to the property owners.

## 04/22-9 ELDC/LCC Services

- a) **ELDC** - none
- b) **LCC**
  - i. **Bridge over Poulton Drain.** The LCC Officer was supposed to visit the area last week but no report had been provided. The Parish Clerk to contact LCC for any update.
  - ii. **Update on LCC Highways Officer's visit.** A favourable meeting was held last 4<sup>th</sup> April between an LCC Highways Officer and Cllrs DW and AM and the Parish Clerk to view the various locations to install Beware Horses signs, white gates and Give Way sign on Newbridge Lane. Pending Parish Council agreement and planning application to LCC, two **Beware Horses** sign will be put in front of the BT Box outside the Old Wheelhouse property at the north entrance. Cllr AM to approach property owner for their support. Another sign in front of West House in Ings Lane on the west approach. A **Give Way** sign will be put up in front of Anglian Water pumping station. LCC does not provide **white gates** but will agree to a Parish Council application to install gates close to where the horses' signs will be located. The LCC Officer suggested buying reflective grass verge posts to put along the ditch outside Ambleside as a highways safety measure.

Initial/Signature

Date

Notes P: Proposed; S: Seconded, Vote

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## 04/22-10 Planning Matters

### 1. updates on applications.

- a) **N/038/01929/21 Ashdown Cottage**, – still awaiting decision
- b) **N/038/00801/21 Kimber**, Newbridge Lane, Covenham St Mary – appeal refused
- c) **N/037/01908/21** | Erection of 1 no. detached house. | DIGS (Plant) – appeal lodged

### 2. Applications.

- a) **N/218/00436/22** The Grange Bungalow, Yarburgh, The Council resolved to send no comments. Considering property outside the parish.
- b) **N/037/00407/22** | Planning Permission and **N/037/00408/22** | Listed Building Consent The Mill House, Covenham St Bartholomew. The Council resolved to agree with the comments of the Heritage Officer and Consultant that until all the details are submitted, there is not enough information to make any comment
- d) **N/037/00325/22** | Planning Permission | Owl House, Covenham St Bartholomew. The Council resolved to support this application The manege for private use is ideally situated with other existing stables on the outskirts of the parish.
- e) **EN070008** - V Net Zero Pipeline - EIA Scoping Notification and Consultation. The Council required more information on the impact to the parish. LCC Cllr Alex Hall will try and get more information to forward to the parish council.

**3. Southfield Farm.** It was noted that a driveway had been constructed at the property which was not included in the planning consultation concerning trees under preservation order. The Parish Clerk was tasked to find out permission for such works.

**04/22-11 Parish Clerk Performance Appraisal.** The Parish Council went into closed session to discuss this agenda item in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed. The Performance Appraisal was discussed and successfully completed and the Council agreed to pay its pro-rata subscription cost for the Parish Clerk to be a full member of the Society of Local Council Clerks (SLCC).

**04/22-12 Dates of Next Meetings** – The Council agreed to the proposal of moving the parish council meetings on the last Thursday of alternate months beginning May 2022. The dates are tabled below. All meetings to be held in the Parish Rooms

Date	Meeting	Time
26 May 22	Annual Parish Meeting (APM)	6:30pm
26 May 22	Annual Meeting of the Parish Council – Election of Chairman and Vice Chairman	To follow APM
28 July 22	Ordinary Parish Council Meeting	7pm
29 September 22	Ordinary Parish Council Meeting	7pm
24 November 22	Ordinary Parish Council Meeting – Budget Setting	7pm
26 January 23	Ordinary Parish Council Meeting	7pm
30 March 24	Ordinary Parish Council Meeting	7pm

Agenda item for discussion at the next meeting:

1. Open Days - Saturdays

The meeting closed at 9:10pm.

Initial/Signature

Notes P: Proposed; S: Seconded, Vote

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