

COVENEY PARISH COUNCIL

Minutes of the Annual General Meeting of the Parish Council to be held on Monday 10 May 2021 at 7.30pm in Coveney Village Hall

Present: Mr V Ingham, Mrs N Laredo, Mr B Matthews (Chairman), Mr C Senior, Mr A Stygal, Dr S Winfield

Also Present: Mrs S Thompson (The Clerk)

21/057 Election of Chair and signing of Declaration of Acceptance of Office

Mr Matthews was proposed, seconded and duly appointed. The declaration of acceptance of office was signed.

21/058 Election of Vice Chair

Mrs Laredo was proposed, seconded and duly appointed.

21/059 Co-option to fill one vacancy

It was agreed to co-opt Dr Stevpen Winfield

21/060 Apologies for absence

Apologies from Mr Bensted were approved.

21/061 Members' declaration of interest for items on the agenda

Dr Winfield declared a prejudicial interest in item 21/067 (21/0623/FUL) as a near neighbour of the property involved.

21/062 To Approve the Minutes of the Previous Meetings

The minutes of 12 April 2021 were approved subject to item 21/053 being added later

21/063 Public Question Time

Nothing raised.

21/064 District and County Councillors' Reports

Given at the earlier Annual Parish Meeting.

21/065 Matters to report

- Opus Energy – The invoices issued this month are in order, apart from an administration charge that is being challenged.

21/066 Annual Return

- i) Section 1 – Annual Governance Statement 2020/21 – The form was completed and approved for signature.
- ii) Section 2 – Accounting Statements 2020/21- the completed form was approved for signature.
- iii) Certificate of Exemption – AGAR 2020/21 Part 2 – it was agreed to complete the form for the exemption

21/067 Planning

- a) Approval of the following application was reported:

20/01390/VAR – Yard Adjacent to 41 Main Street, Coveney – to vary Condition 1 (Approved Plans) of previously approved 16/00730/FUL for redevelopment of the existing farm yard including the removal of agricultural buildings to provide 2 no dwellings, including the erection of 6 no dwellings and conversion of existing agricultural barn to 1 no dwelling, erection of cartlodges and associated works (part-retrospective)

- b) The appeal relating to the following application was reported:

20/00739FUL – 26 Main Street, Coveney – Demolition of the existing pair of semi-detached cottages, associated farm and outbuildings, and the erection of five dwellings

- c) The following new applications have been received for comment:-

21/00525/FUL – Manor House, 2 Main Street, Coveney – Change of use of land and boundary treatment to rear/side. New access gates, re-aligned access and boundary wall fronting Main Street. Porch re-build and new front door. – it was agreed to recommend approval

21/00588/LBC – Manor House, 2 Main Street, Coveney – Proposed new access gates, re-aligned access and boundary wall fronting Main Street, porch re-build and new front door, change of use of land and boundary treatment to rear/side – it was agreed to recommend approval

21/00623/FUL – 39A Main Street, Coveney – Alteration to existing bungalow windows and roof over entrance. Conversion of garage to bedroom and construction of detached double garage – it was agreed to recommend refusal on the grounds that the new garage will have a detrimental visual effect on the settlement.

21/068 Working Groups – Reports and decisions on actions

a) Allotments

- Boundary – Contact has now been made about getting the correct boundary registered. The Parish Council are proposing the amendment as per the attached map
- Fencing – rabbit proofing is all done. There have been some complications but should be finished this week.
- S106 grant application – Mrs Laredo has prepared a revised draft. It was agreed to move to the next stage.
- Borehole – The Clerk is to make contact with the contractor.
- Pond – FWAG will cover all costs for creation and maintenance of the pond, location is being confirmed, disposal of the spoil needs to be sorted.

b) Policies and Procedures – most of the essential policies have been completed.

c) Website – needs to be updated with policies.

d) Assets

- Grasscutting/Maintenance– going well, lots of positive feedback from Wardy Hill. Training has been arranged and costs will be invoiced to the parish council.
- Removal of old equipment (Coveney)- completed
- New play equipment (Coveney) – will be installed this week
- Purchase of more playbark – should be delivered this week or next.
- MUGA cleaning and relining – Renovation of the basket ball board has been completed. It will need a new hoop and net and needs to be put up.
- Fence between Play Area and adjacent field – there are concerns about the safety of the fence between play area and the field next door. The Clerk is to contact the leaseholder and clarify the situation.
- New Noticeboard – has been delivered and will be installed near the pond.

e) Village Hall update – thank you to the village hall for making it possible to hold this meeting tonight. The AGM took place recently and it is hoped that 2 councillors can be on the Village Hall committee.

21/069 Friends of Coveney

- Risk assessments will be completed for all activities
- Walking of the footpaths has been completed. Mrs Laredo will produce a report.

21/070 Insurance

The renewal quote from BHIB is £491.75 and it was agreed to proceed with the renewal.

21/071 Finance

- i) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date were reported

Bank Reconciliation – 30 April 2021

Current Account	18,423.69	Brought Forward	35,594.57
Deposit Account	21,152.69	Income	6,051.77
Uncleared Cheques	-	(Expenditure)	(2,069.68)
	39,576.66		39,576.66

- ii) The following payments were approved for payment.

Payee	Ref	Detail	Total Amount inc VAT
Ernest Doe & Sons	9	Mower etc	9,722.45
Play Safety	10	Playground inspection	164.40
Greenbarnes	11	Noticeboard	1,777.38
Viking	12	Stationery/PPE	255.25
Opus Energy - Direct Debit	13	Streetlighting energy	90.36
Mr P Whitton	14	Groundskeeping services	583.57
Mrs S Thompson	15	Clerk's salary	481.09
Mr B Matthews	16	Website costs	65.99
BHIB	17	Insurance renewal	491.75
Mrs S Thompson	18	Clerk's Expenses	45.62
Mr G Cornwell	19	Removal of play equipment	100.00
		TOTAL	13,777.86

21/072 Date and Time of Next Meeting

Monday 14 June 2021

Vernon Ingham offered his resignation as he is moving away. He was most sincerely thanked for his contributions over many years.

Meeting closed at 21.20