



COVENEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council to be held on Monday 13 November 2023 at 7.30pm in Coveney Village Hall

Present: Cllr J Adams, Cllr R Langston, Cllr N Laredo (Chairman), Cllr B Matthews, Cllr C Senior

Also Present: 1 member of the public and Mrs S Thompson (The Clerk)

Cllr Lynda Gannon has resigned.

23/145 Apologies for absence

None, all present.

23/146 Members' declaration of interest for items on the agenda

None made.

22/147 To Approve the Minutes of the Previous Meeting

Some corrections were made and the minutes of 9 October 2023 were then approved for signature. The Clerk will prepare a clean copy.

23/148 Public Question Time

Cllr Winfield attended to complete the handover of his responsibilities. He has some borehole bits and will hold on to them until they are needed or scrapped. The components of the borehole are pretty standard and should be readily understood by anyone else working on it in the future. Traffic speed data has been saved in Gitlab. Instructions have also been put on Gitlab. Cllr Langston will take on the data collection task and Cllr Matthews will continue to change the batteries (it was noted that one battery is dead and may need to be replaced).

Cllr Winfield was sincerely thanked for all his hard work for the village. His persistence with getting Fibre Broadband installed was particularly successful and it is now up and running and available for residents.

23/149 District and County Councillors' Reports

Councillors Dupré and Bailey had been asked to postpone attending due to the length of the agenda. They are definitely invited for December. They are always available to offer assistance if required.

23/150 Reports

- a) *Allotments* – there is one rent outstanding and one vacant plot
- b) *Coveney Village Hall* – it was agreed to invite representatives to the next meeting at 7pm to discuss matters of mutual interest (village green, land adjacent to the Village Hall, fireworks etc) . The Clerk will invite the Chairman (Phil Wenn) and Secretary (Shona McKenzie) to come and/or send representatives.
- c) *Wardy Hill Social Club* – Cllr Matthews has not yet got the keys but has got help lined up to tidy it up.
- d) *Friends of Coveney* –



- Lees Farms have confirmed that the waymarking can take place on their land and a date has been arranged.
 - Friends of Coveney have been consulted to gather support (or not) for replacing the borehole pump. The Clerk to ask allotment holders for their feedback.
- e) *Connexions Newsletter* – Allotment vacancy, parish council vacancies and an update on the Friends of Coveney to go in the next edition

23/151 **Strategy for engaging with hauliers who operate HGV's through the village**
No progress

23/152 **Working Groups**

- a) Allotment and Community Green Space
- Borehole – It was agreed to continue with the application for a Cambridgeshire Priorities Capital Fund grant (deadline 15 December). Some pricing information has been received but further information on installation is required.
 - Community Orchard - hedge replacement of dead whips is needed, particularly where there are gaps. Cllr Laredo will seek advice from the supplier. It was agreed to leave strimming around the pond for the benefit of wildlife. The Groundskeeper has sprayed the mound for hemlock.
 - Pond – Pride of Place – formal notification of the outcome of the application is awaited.
 - Bulb and Wild Flower Planting – It was agreed to delay the bulb planting project due to lack of councillor time to pursue it. Cllr Laredo will inform Miles Foster and discuss his request for an interpretation board at the Wardy Hill will flower project.
- b) Policies and Procedures
- Asset Register/Insurance – Some adjustments to values insured are required.
 - Equalities- Cllr Laredo will review the draft for approval at the next meeting
 - Privacy Policy – to be considered at the next meeting
 - Delegation Scheme – no progress
- c) Website – Cllr Winfield has handed over to Cllr Langston. Emails for Cllrs Winfield and Gannon have been disabled. Cllr Langston has been working on some additional pages which will be made available to other councillors for comment when appropriate.
- d) Council Issue Tracking and Archiving – Cllr Winfield has handed over to Cllr Langston. To continue with the Gitlab system will involve some costs around hosting the system. Now would be a good time to review what councillors require from a tracking system. Everyone is invited to submit thoughts and requirements to Cllr Langston.
- e) Assets
- Grasscutting/Maintenance –Grasscutting has now been completed for the season. A few outstanding maintenance tasks will be completed this month.
 - MUGA – lighting – It was agreed to continue with the application for a Cambridgeshire Priorities Capital Fund grant (deadline 15 December). Lizzi Wales has offered to assist with consultation with young people, particularly in local schools. Cllr Laredo will liaise with her.
 - MUGA – Basketball board – no progress
 - Play Area, Coveney – Repairs – Quotes for these are expected shortly



- Play Area Wardy Hill – Climbing frame repair - expected to be completed shortly
- Wardy Hill – Noticeboard – replacement of Perspex – expected to be completed shortly

23/153

Projects

- a) Grazing land in School Lane - The correspondence received earlier today from the Council's solicitor was considered. The matter is now concluded. It is now possible to properly consider the future use and maintenance of the field. The Clerk will contact land agents with a view to short term arrangements.
- b) Anglian Observatory – Cllr Adams is liaising on how much land is required and awaiting a formal proposal for the Council to consider.
- c) Land Adjacent to the Village Hall – The solicitor is asking for a value for the Land Registry. It was agreed that the land should be valued at £1.
- d) Neighbourhood Plan – no progress
- e) Climate Action Plan – no progress
- f) Tree Planting Strategy – no progress

23/154

Clerk's Pay

The Clerk left the meeting for this item. The Chair will formally write to the Clerk with the outcome.

23/155

Local Highways Improvement Scheme

- 2023/24 – Feedback on scheme for traffic calming measures at Gravel End – It was agreed that there are doubts that the proposed scheme would be effective in reality and the proposed chevron signs are intrusive. The Clerk is to enquire if there is data to back up the effectiveness of such a scheme and it was agreed that residents in the area need to be consulted. Additional posts for positioning of the speed sign would be a useful amendment.
- 2024/25 – To report application deadlines and initial discussion – Applications need to be submitted by 12 January 2024

23/156

Finance

- a) To approve budget and precept for 2024/25 - the budget was approved. Cllr Langston will circulate the final figures. It was agreed to increase the precept by 5% which means that it will be £19,005
- b) To approve £100 towards the village Christmas Tree – agreed
- c) Accounting software recommendations and approval – Cllr Langston has made a comparison of available software and it was agreed to acquire Scribe. Cllr Langston and the Clerk will follow up.
- d) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date were presented

Bank Reconciliation – 31 October 2023

Current Account	6,794.53	Brought Forward	37,935.77
Deposit Account	29,100.02	Income –	
		- bank interest,	25.10
		Tree sponsorship	75.00



		Allotment rent	240.00
Uncleared payments		(Expenditure)	(2,381.32)
	35,894.55		35,894.55

e) Payments for approval

The following payments were approved.

It was agreed to add Cllr Langston to the bank signatories to replace Cllr Winfield.

Payee	Detail	Ref	Amount
<i>Retrospective approval</i>			
Dynamic Fireworks	Fireworks	210	389.60
Right Fuelcard	Fuelcard	211	10.45
<i>This month</i>			
Yu Energy	Streetlighting Energy	212DD	13.72
Yu Energy	Streetlighting Energy	213DD	15.57
Yu Energy	Streetlighting Energy	214DD	105.39
Right Fuelcard	Fuelcard	215DD	2.40
Coveney Village Hall	Contribution to Defibrillator Training	216	120.00
Mrs S Thompson	Clerk's salary and expenses	217	562.77
Mr P Whitton	Groundskeeping	218	697.15
	November Total		1,517.00

23/157

Date and Time of Next Meeting

Monday 11 December 2023, 7.30pm in Coveney Village Hall, to be preceded by a meeting with Village Hall representatives at 7pm.

Meeting closed at 22.40