



COVENEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council to be held on Monday 14 August 2023 at 7.30pm in Coveney Village Hall for

Present: Cllr Adams, Cllr Gannon, Cllr Langston, Cllr Laredo (Chairman), Cllr Matthews, Cllr Winfield

Also Present: Cllr Dupre (CCC), 4 members of the public

23/104 Apologies for absence

Apologies from Cllr Senior were approved.
The Clerk also sends apologies. Cllr Gannon will take the minutes.

23/105 Members' declaration of interest for items on the agenda

None declared.

22/106 To Approve the Minutes of the Previous Meeting

The minutes of 10 July 2023 were approved, to be signed in due course.

23/107 Public Question Time

Peter Ingram spoke about the proposed observatory at land adjacent to the playground. Please could there be a gap made, nearer to installation, in the hedge opening onto the proposed site. Initially quite large i.e., two metres in order to allow access for construction and placement of materials, narrowing to an access gap once the observatory equipment and site pad is in place. He intends to provide some emergency, aircraft style lighting for when people need to make their way to the observatory in the dark. There is an option to remove some vegetation to enable this. He has requested a small lockable gate. Peter asked if the steel shed at the side of the village hall may be available for temporary storage. This was declined

Chris Bullen gave an update on Wardy Hill Social Club. Cllr Matthews has received multiple documents regarding the Social Club at Wardy Hill from Mr Border and will also obtain the keys from him. Once the documents have been examined, it is hoped they will contain some information re the land registry and bank account which is still currently valid. If there is no land registry document, then the intention is to register the land to the village ownership. Parish Councillors have requested a site visit once the key is retrieved.

Chris Warner gave an update. The Connexions newsletter is now up and running and Chris requested the PC give any information they would like included, in good time as the copy is prepared quarterly and needs composing. At present the church is fielding the cost of this but would welcome any contribution from the Parish Council. There was a section in the newsletter re the Friends of Coveney needing new recruits. Awaiting replies from the public. The village hall committee needs help with events, fund raising etc. They would appreciate a small working group for the arranging of events such as Halloween, sports and fireworks, in order to concentrate on fundraising specifically for these events.



An update on the land next to the Village Hall was given. The Village Hall committee will meet soon and put in request for funds for this year's fireworks.

23/108**District and County Councillors' Reports**

Cllr Dupré has sent a report. The following updates were given:-

- * No progression yet in the Priorsfield solution. No planning application has been entered yet for a new premises.
- * Recommendations for the congestion charge in Cambridge will be forwarded to the Highways 04 September. If approved and agreed will then be submitted to the County Council in October.
- * No timeline yet for improvements to the A10. Options for safety measure to the BP roundabout are being discussed.
- * No further information on oil boiler scheme.

23/109**Reports**

- a) Allotments – A request from the Church to hold a Harvest Festival service at the allotments was approved (subject to checking with the Clerk)
- b) Coveney Village Hall – The Village Hall committee has found a paramedic who is prepared to come to the village hall and give defibrillator training to as many people as would like to attend. The costings are £260 for the entire audience. The Village Hall committed request the Parish Council pay half. This was approved.
- c) Wardy Hill Social Club – an update was given during Public Question Time.
- d) Friends of Coveney – There have been no volunteers for an administrator to manage and relaunch the group. Encourage Friends to be included during the harvest mowing and Christmas etc. Witchford has a group of DIY enthusiasts and Little Downham has a conservation group. Would either of these be feasible in Coveney?

23/110**Planning**

- a) To report approval of the following application:-
23/00434/FUL – 5A Main Street, Wardy Hill – Two storey and single storey rear extension, single storey side extension and front porch - noted
- b) To report appeal decision on the following application:-
APP/V0510/W/22/3310816 and APP/V0510/Y/22/3310819 – 24 Main Street, Coveney – it was noted that the appeal had been declined.
- c) The following new application has been received for comment:
23/00643/FUL – Wolvey House, Wentworth Road, Coveney – Residential annexe (previously approved 20/01593/FUL) – it was agreed to make no

23/111**Strategy for engaging with hauliers who operate HGV's through the village**

To be discussed at the next meeting. Highways has accepted in principle the traffic calming measure to Gravel End. Highways will draw up the plan and pass to the PC for approval.



- 23/112 Wild flowers in Wardy Hill – Request from residents for funding**
No specific plan received for the location of the seeding so will place on hold until site visit and combine with this.
- 23/113 Clerk's Appraisal**
Feedback will be given to Cllrs Matthews, Senior and Winfield when all present.
- 23/114 Working Groups**
- a) Allotment and Community Green Space
 - Borehole – Cllr Winfield to continue maintenance. New parts are on order. The solar charger is broken, circuit board is broken. Needs manual pump to minimise ongoing expense and time. Quote awaited for a manual pump. Cllr Senior to investigate types and prices.
 - Community Orchard. Mowing and hemlock. 2 quotes awaited for mowing the orchard. Truelink with mow/collect/dump onsite for compost in large blocks. A separate machine is needed if small piles of grass to be left for wildlife. Second quote awaited will be for mowing with a tractor as directed. Truelink recommend glyphosate be applied to the hemlock mound and then seed with wildflowers. Hedges need weeding and some may need to be replaced in the dead parts. Current Parish Council mower is unlikely to have a tow along grass collector. NL will speak to CS. Two heritage pear trees have died, and decision needed whether to replace with new stock or a different variety. Sponsor was present and happy with either decision. There are ten further apple trees to plant and a parishioner has requested a mulberry tree be planted, this was agreed.
 - Pond – Pride of Place - Application has been tendered for funding and awaiting reply. May be possible to enter another Pride of Place application for bulb and wildflower planning. LG will check application process with CS.
 - Bulb and Wild Flower Planting – Pride of Place
 - b) Policies and Procedures
 - Asset Register – updated Register was approved. The Clerk will check with insurers that existing cover is adequate
 - Health and Safety Policy - Some typos, says Sutton policy. RL to search for templates and check re insurance and H&S from contractors. Privacy policy and Delegation Scheme to be discussed next meeting.
 - Privacy Policy – next meeting
 - Delegation Scheme – next meeting
 - c) Website/Communication including training – Cllr Langston will organise training on the website. Facebook page. Priorsfield mentioned we have no Facebook group and only a page which is why they could not post to a page regarding patient group meetings. Should we change the page into a group? Could the Clerk allow Councillors access to the Facebook and teach us how to interact with the page. Councillors to check what is visible, and should we keep the Facebook presence, it would need updating and monitoring. Decision made to invite contact via the website only. The Connexions newsletter will advertise the What's App groups.
 - d) Council Issue Tracking and Archiving – nothing to report
 - e) Assets
 - Grasscutting/Maintenance – The Groundskeeper is requesting some secure, lockable storage for the chemicals. Current container needs a concrete floor and to be safely attached to something. Could it be fixed to the trailer



currently housing. Parish Council needs to identify a location on PC land which is safe and discreet. Please can Pat also trim around the benches etc. NL to ask. Land at entry to Wardy Hill where there is a new house, grass cutting there to be ceased by PC.

- MUGA – lighting - Application possible to Capital Priorities Fund up to £40,000. Brambles need removing again. To wait until October. Please we have quotes for a gate at the lower end into the field. BM to source. Need quotes for repairs, no replies from approached companies. What do other villages with similar equipment do. Please contact Witchford college to see who repairs theirs. Burwell. For public consultation re MUGA use. RL to compose a questionnaire to the village. Await result of that before any decision to repair
 - MUGA – Basketball board and other equipment Quotes also awaited for the basketball board.
 - Play Area, Coveney – Climbing frame repair - ongoing
 - Play Area Wardy Hill – Climbing frame repair - ongoing
 - Wardy Hill – Quote also awaited for replacement Perspex in Wardy Hill noticeboard.
- f) Broadband - Connect Cambridgeshire: SW requested they contact Openreach re speeds. Openreach have been out to look. Awaiting date, possibly December 2026. Once date is available it will be posted onto the website.
- g) VCAEA – to approve membership at a cost of £10 - approved
- h) Defibrillator for first aid training – Trainer has been found. See earlier minute 23/109(b).

23/115

Projects

- a) Grazing land in School Lane – Solicitor has received contact from Mr Fyfe requesting to know what the Parish Council intends to do with the land. BM has already answered these issues directly with Mr Fyfe.
- b) Anglian Observatory - . Mr Ingram requested a rental agreement with the first year to be free of charge.
- c) Land Adjacent to the Village Hall – The Clerk will visit ECDC to obtain the necessary documentation.
- d) Neighbourhood Plan - ongoing
- e) Climate Action Plan - ongoing
- f) Tree Planting Strategy - ongoing

23/116

Finance

- a) Debit Card for Clerk – Approved subject to approval of a policy regarding what it can and cannot be used for. Council to preapprove payments. Discussed use of accounting software, suggested use Xero costing approximately £350 per annum. RL to research. Suggested Clerk sets up a direct debit or standing order to the Parish Council for telephone account.
- b) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date



Bank Reconciliation – 31 July 2023

Current Account	3,078.54	Brought Forward	33,512.04
Deposit Account	28,988.13	Income	0
		(Expenditure)	1,445.37
	32,066.67		32,066.67

c) The following payments were approved for payment.

Payee	Description	Ref	Amount
Yu Energy	Streetlight energy	178DD	13.80
Yu Energy		179DD	93.21
Yu Energy		180DD	15.10
Right Fuelcard	Fuel for mower	181DD	9.90
Right Fuelcard		182DD	31.15
Mrs N Laredo	Orchard opening expenses	183	30.00
Littleport & Downham IDB	Drainage rates	184	48.40
Coveney Village Hall	Meeting costs	185	275.00
Viking	Stationery	186	240.35
Mr P Whitton	Groundskeeper	187	624.48
Mrs S Thompson	Salary and expenses	188	532.49
			0.00
	TOTAL		1,913.88

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Date and Time of Next Meeting

Monday 11 September 2023, 7.30pm in Coveney Village Hall

Meeting closed at 22.16