

COVENEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council to be held on Monday 14 December 2020 at 7.30pm by Zoom

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

Also Present: Cllr A Bailey, Cllr L Dupré, Mrs S Thompson (The Clerk)

20/103 Apologies for absence

Apologies were approved from Mr A Bensted

20/104 Members' declaration of interest for items on the agenda

None

20/105 To Approve the Minutes of the Previous Meetings

The minutes of 9 November 2020 were approved for signature.

20/106 Public Question Time

A question was raised about the possibility of schools closing early for the Christmas holidays. There are currently no such plans in Cambridgeshire.

20/107 District and County Councillors' Reports

Cllr Bailey reported on East Cambs District Council.

- The bus review report has been written up and will be submitted to the Combined Authority.
- The Sunnica solar farm at Freckenham/Red Lodge is a national infrastructure project and will be decided by Government, ECDC is a consultee.
- Littleport station platform has been extended and is now able to manage 8 carriage trains.
- The former Mepal Outdoor Site is now home to many protected species which has meant that many reports are needed before leisure activities can be confirmed.
- The planning application for the old swimming pool site in Ely is on the footprint of the old pool and does not include any additional areas.
- Eight £100K homes have been completed in Fordham.
- The District Council are working with the police on street parking enforcement.
- The BP roundabout improvements are completed and the Lancaster Way improvements have been out for consultation. The project is being costed and plans worked out.
- Planning White Paper – ECDC have submitted their response, which is available on the website.
- Market Town improvements – the Combined Authority has made funds available for Covid recovery.
- St Mary's Surgery has received planning permission for expansion.
- Proposals have come forward for development of services at the Princess of Wales Hospital.

Cllr Dupré has sent her written report and welcomed questions.

20/108 Traffic issues due to roadworks at BP Roundabout (A10/A142 junction)

- Condition of road surface in West Fen Road – road planings have been spread in passing places in West Fen Road, but not compacted and are proving totally ineffective.

20/109 Planning

- i) It was noted that the following application has been approved

20/01331/FUL – Old School House, 10 Main Street, Coveney – Proposed conservatory incorporating study area
- ii) The following new application has been received for comment:-
20/01593/FUL – Wolvey House, Wentworth Road, Coveney – Erection of residential annex and garage – no objections to this annex, but would not want to see the property subdivided in the future.

20/110 Working Groups – Reports and decisions on actions

- a) Allotments
 - Boundary – If no reply is received before the January meeting, the Parish Council solicitor is to be asked for advice on further steps possible
 - S106 agreement – quotes are being compiled and there are still some outstanding issues that require clarification, such as paths and the pond. Mr Ingham has been obtaining quotes for a borehole, indicative costs are £2,000 to £2,500. A pump and tank would also be required, the final cost is estimated to be about £6,000 The application will be submitted in January. It was agreed that the application should proceed with the costs already received, omitting the pond.
- b) Policies and Procedures – Financial Regulations for approval – agreed.
- c) Website – Clerk needs to be trained.
- d) Assets
 - Pond – the Christmas tree was put up at the weekend by the Village Hall and was attended by many. The invoice for the clearance work has not yet been received.
 - Grasscutting – The Clerk will follow up the legal position of the options. Risk assessments will need to be comprehensive. Mr Senior will investigate leasing equipment.
 - Noticeboard – Costs of aluminium boards were presented, but it was felt they would not be in keeping with the location and the Clerk is to obtain prices for an oak noticeboard.
 - MUGA – It was agreed to accept the quote from Green Wood Tree Surgery for £170 + VAT.
 - MUGA – Surface cleaning and line marking will be carried out in February/March when the weather is appropriate.
- e) Village Hall update – The Christmas tree at the pound was a success, no further events are planned for Christmas due to the Covid.

20/111 Audit

PKF Littlejohn have completed the External Audit and signed Section 3 of the Annual Return. No issues were raised.

The Clerk left the meeting

20/112 Clerk's Review

- Salary review and performance review to be kept separate
- Performance review 2020 completed will be done on or about same time each year. Was the first review.
- Performance discussed and issues raised broadly in line with review, Chair to work with Clerk on goals set out in review.
- Salary increase is a large jump but agreed
- The jump was because salary review isn't completed yearly, it has been agreed to complete yearly so we can prepare budgets etc. The current increase in salary was based on the guidance of 2020, and next year will be based on 2021 and so in essence salary is based on previous years guidance. This will be from April to April but agreed on in December at or before the budget.

The Clerk rejoined the meeting

20/113 Correspondence

- i) CCC – Temporary Prohibition of Through Traffic – it was noted that Main Street, Coveney will be closed for about 5 days in January
- ii) Cambs ACRE – Fens Biosphere – Area Consultation – Mrs Laredo is interested and will be signing up for more information.

20/114 Finance

- i) Internet banking – It was agreed to proceed with signing up for internet banking. It will still require approval from two councillors for all payments. The Clerk will be signed up as an administrator and three councillors will signed up as users. It was agreed that the three councillors are to be Mr Bensted, Mrs Laredo and Mr Stygal
- ii) Community Infrastructure Levy – Cllr Bailey has agreed to provide some clarification on when properties have to pay CIL. The Clerk will then follow up with ECDC about recent properties to understand the position.
- iii) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date were presented.

Bank Reconciliation – 30 November 2020

Current Account	22,135.63	Brought Forward	43,426.40
Deposit Account	21,147.92	Income	-
Uncleared Cheques	(4,110.00)	(Expenditure)	(6,252.85)
	37,175.33		37,173.55

- iv) The following cheques were approved for signature.

Payee	Detail	Chq No	Amount	
SLCC	Subscription	1128	95.00	
Viking	Stationery	1129	80.16	
Viking	Stationery	1129	129.60	211.64
Red Shoes	Payroll services	1130	45.00	
Arien Sgins	Sign for Wardy Hill play area	1131	28.80	
PKF Littlejohn	Audit	1132	240.00	
Green Wood	Grasscutting	1133	336.00	
Green Wood	Grasscutting	1133	168.00	504.00
Mrs S Thompson	Expenses	1134	38.44	
Mrs S Thompson	Salary	1134	306.33	344.77
Cambs ACRE	Subscription	1135	57.00	
			1,524.33	

20/115 Date and Time of Next Meeting

Monday 11 January 2021, online (to be confirmed)

Meeting closed at 22.30