



COVENEY PARISH COUNCIL

Chair: Cllr N- Laredo
Clerk: Mrs S Thompson
9 Cole Close, Witchford, ELY, Cambs, CB6 2JX
Tel: 07840 795438
Email: clerk@coveneyparishcouncil.co.uk

Councillors are hereby summoned to attend the Annual Meeting of the Parish Council to be held on Monday 20 May 2024 at 7.30pm in Coveney Village Hall for the purpose of transacting the following business

All meetings are open to the public. Public Question Time provides an opportunity for members of the public to comment on items on the agenda.

AGENDA

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| 24/062 | Election of Chairman |
| 24/061 | Election of Vice Chairman |
| 24/062 | Apologies for absence |
| 24/063 | Members' declaration of interest for items on the agenda |
| 24/064 | To Approve the Minutes of the Previous Meeting – 17 April 2024 |
| 24/065 | Public Question Time
For members of the public to comment on items on the agenda |
| 24/066 | District and County Councillors' Reports |

ANNUAL BUSINESS (in accordance with Standing Orders)

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| 24/067 | Review of Standing Orders and Financial Regulations |
| 24/068 | Review of Asset Register |
| 24/069 | Review and confirmation of Insurance arrangements |
| 24/070 | Review of Council subscriptions to other bodies |
| 24/071 | Review of Complaints Procedure |
| 24/072 | Review of Policies, Procedures and Practice in respect of Freedom of Information and data protection legislation |
| 24/073 | Completion of the Annual Return for the year to 31 March 2024 |
| | a) Section 1 – Annual Governance Statement 2022/2023 |
| | b) Section 2 Accounting Statements 2022/23 |

REGULAR BUSINESS



- 24/074 Reports
- a) Allotments
 - b) Coveney Village Hall
 - c) Wardy Hill Social Club
 - d) Friends of Coveney
 - e) Connexions Newsletter
 - f) Tree Warden
 - g) Barrier at Byall Fen site
- 24/075 Vacancies for 2 Parish Councillors – co-option
- 24/076 Working Groups (for updates and decisions)
- a) Allotment and Community Green Space
 - Borehole
 - o pump and
 - o interim arrangements
 - Community Orchard
 - o Easter trail activity
 - Pond –
 - o Consultation
 - o Plans
 - o Funding opportunities
 - b) Policies and Procedures
 - Privacy Policy
 - Delegation Scheme
 - Debit card arrangements
 - c) Website
 - d) Document management
 - e) Assets
 - Grasscutting/Maintenance
 - MUGA – lighting
 - MUGA – Improvements
 - Wardy Hill – Noticeboard – replacement of Perspex
 - Streetlighting
 - Village Sign Brass Plaques
- 24/077 Projects
- a) Grazing land in School Lane
 - b) Anglian Observatory
 - c) Land Adjacent to the Village Hall
 - d) Neighbourhood Plan
 - e) Climate Action Plan
- 24/078 Local Highways Improvement Scheme
- 2023/24 – Feedback on scheme for traffic calming measures at Gravel End
- 24/079 Finance
- a) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date
 - b) Payments for approval
- 24/080 Date and Time of Next Meeting
- Monday 10 June 2024, 7.30pm in Coveney Village Hall



A handwritten signature in dark ink, appearing to read 'Sandra Thompson'.

Sandra Thompson
Clerk to Coveney Parish Council
7 May 2024

Dates of Meetings for 2024

10 June
8 July
12 August (tbc)
9 September
14 October
11 November
9 December