

COVENY PARISH COUNCIL



Notice of Meeting: Full Council Meeting

Date: 13th May 2025

Time: 7.30pm

Venue: Coveney Village Hall, 2 School Lane, CB6 2DB

To All Members of the Parish Council. You are hereby summoned to attend the full council meeting of the Parish Council for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies in before the meeting. The meeting is open to members of the public (including the press) but is not a public meeting.

Quorum: 3

Members: 5

Vacancies: 2

Miss Kendle Hanslip – Clerk/RFO – 3rd May 2025

A handwritten signature in cursive script, appearing to read 'K. E. Hanslip'.

AGENDA

25/13 Welcome

25/14 Election of Chairman

To elect the chairman for 2025/26. The elected Chairman will then execute the Declaration of Acceptance of Office.

25/15 Election of Vice Chairman

To elect a vice chairman for 2025/26. The elected Vice Chairman will then execute the Declaration of Acceptance of Office.

25/16 To receive and accept apologies of absence

25/17 Councillor's Declarations of Interest

- 1 To receive declarations of Interest from Councillors on the items on the agenda.
- 2 For declarations of interest received, Councillors to inform the chairperson if they wish to speak on the matter during public participation and/or at the agenda item prior to discussion.
- 3 To receive written requests for dispensations for disclosable pecuniary interests (if any).
- 4 To grant any requests for dispensation as appropriate.

25/18 Public and Press Participation Session (15 minutes)

- 1 Open Forum to provide the opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda
- 2 To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.
- 3 At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the chairperson. Limited to 5 minutes per person, 15 minutes in total.

25/19 To receive County Councillor & District Councillor Reports

- 1 Cllr Bailey and Cllr Dupre to give report

25/20 Approval of minutes

- 1 To approve minutes for signature from Monday 17th March 2025.
- 2 Matters arising from the minutes (For information only)

3 Clerk's report

ANNUAL BUSINESS (in accordance with standing orders)

25/21 Review and Adoption of Statutory Documents, Appointments and Policies

- 1 To review, approve and adopt Standing orders for 2025
- 2 To review, approve and adopt Financial Regulations for 2025
- 3 Review of Asset register
- 4 To review and approve councillors who are bank signatories on all bank accounts
- 5 To review and approve councillors appointed to authorise BACs payments online
- 6 To review council expenditure under S137 for 24/25
- 7 Review and confirmation of Insurance arrangements
- 8 Review of Council Subscriptions to other bodies

25/22 Review of Policies and Procedures

- 1 Review of complaints procedure
- 2 Review of councils Data Protection/ Freedom of Information Policy
- 3 Review and adopt the NEW biodiversity Policy
- 4 Review and adopt the new Code of Conduct policy
- 5 Review the councils Health and Safety policy
- 6 Review of the Safeguarding Policy
- 7 Review of Equality Policy

25/23 Completion of the Annual Return for the year to 31st March 2025

- 1 Section 1 – Annual Governance Statement 2024/25
- 2 Section 2 – Accounting Statements 2024/25

REGULAR BUSINESS

25/24 Planning applications

Single storey side extension - 25/00460/FUL - Justlee 1 Gravel End Coveney Ely

25/25 Progress on Planning Applications (For Information)

- 1 24/00748/FUL – Change of use of land from ancillary recreational use to use for the stationing of a former railway carriage to be used for tourist accommodation – retrospective – Commrooks Farm Straight Drove Coveney Ely Cambridgeshire –

APPROVED

25/26 Council Administration Matters

- 1 To discuss a grant request from Ely Food Bank – S137
- 2 To discuss internal audit – to receive and consider any recommendations
- 3 Update on correspondence received – yellow lines at School Lane

25/27 Wardy Hill Social Club

- 1 To update the council on the Social Club status

25/28 Recreational Areas

- 1 To review the RoSPA report and discuss actions
- 2 Update on Orchard
- 3 Update on Allotments
- 4 Update on pond project

25/29 Finance matters

- 1 To approve April and May invoices for payment as per schedule at the end of agenda
- 2 To approve the council's financial position up until 30th April 2025
- 3 To accept the Annual report for the Annual Parish meeting
- 4 To accept 2024/25 VAT return
- 5 To note the dates set for the period of the Exercise of Public Rights
- 6 To share the Councils CIL position

25/30 Date of Next MeetingMonday 16th June 2025 – Full Council meeting**Chairman:** Cllr R Langston**Clerk/RFO** – Miss K Hanslip, 60A Cannon Street, Little Downham CB6 2SS.**EMAIL:** Clerk@coveneyparishcouncil.co.uk **TEL:** 07840 795438**Coveney Parish Council**

8 May 2025 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
16	Subscriptions	01/05/2025		Current Account		Mobile phone	Tesco Mobile	S	7.14	1.43	8.57
17	Clerk's Salary	14/05/2025		Current Account		Salary	Miss K Hanslip	Z	436.28		436.28
17	Tax and NI	14/05/2025		Current Account		Salary	Miss K Hanslip	Z	22.40		22.40
18	Clerk's Expenses	14/05/2025		Current Account		Expenses	Miss K Hanslip	Z	39.50		39.50
Total									505.32	1.43	506.75

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role