

COVENEY PARISH COUNCIL

Notice of Meeting: Full Council Meeting

Date: Monday 15th September 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

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

AGENDA

25/58 Welcome

25/59 To receive and accept apologies of absence

25/60 Co-option for Coveney Parish Council

- 1 Council to consider any applications received.

25/61 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.

25/62 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.

25/63 To receive County Councillor & District Councillor Reports

- 1 Cllr Bailey and Cllr Dupre to give report

25/64 Approval of minutes

- 1 To approve minutes for signature from Monday 21st July 2025.
- 2 Matters arising from the minutes (For information only)
- 3 Clerk's report

25/65 Planning applications

None

25/66 Progress on Planning Applications (For Information)

- 1 25/00627 - Raised roof with flat roof dormer on rear, loft conversion, single storey extension to rear, solar panels, new windows and doors - Hereward House 6A Main Street Wardy Hill – **REFUSED**
- 2 25/00649/FUL - Demolition of existing single storey boot room and construction of two storey extension to the rear - 18A Main Street Coveney CB6 2DJ - **WITHDRAWN**

25/67 Correspondence Received

- 1 To report any correspondence received from residents

25/68 Council Administration Matters

- 1 Approve and adopt new IT policy 2025

25/69 Wardy Hill Social Club

- 1 To update the council on the Social Club

25/70 Recreational Areas

- 1 Update on Orchard – Naomi
- 2 Update on Tree Wardens report
- 3 Approve bird deterrent for WH play area
- 4 To share an update on the basketball backing
- 5 To share an update on flood lights for MUGA
- 6 To share an update on brambles next to the MUGA
- 7 To share an update on the Anglian water road closure

Motion to Exclude the Public and Press

‘Under the Public Bodies (Admissions to meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’.

25/71 Clerk and RFO Probation Period and Pay review

- 1 To discuss the probation period of the Clerk and RFO and to agree new pay scale

Motion to Re-admit Public Bodies

25/72 Finance matters

- 1 To approve August and September invoices for payment as per schedule
- 2 To approve the council’s financial position up until 31st August 2025
- 3 Feedback from the external audit

25/73 Date of Next Meeting

- 1 Monday 20th October 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

AUGUST PAYMENTS

Coveney Parish Council
PAYMENTS LIST

10 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
46	Streetlight Energy	01/08/2025		Current Account		Electricity	Tomato Energy	L	1.24	0.06	1.30
47	Streetlight Energy	01/08/2025		Current Account		Electricity	Tomato Energy	L	2.55	0.13	2.68
48	Streetlight Energy	01/08/2025		Current Account		Electricity	Tomato Energy	L	93.89	4.69	98.58
53	Subscriptions	01/08/2025		Current Account		Mobile phone	Tesco Mobile	S	7.14	1.43	8.57
54	Streetlight Energy	07/08/2025		Current Account		Electricity	Tomato Energy	L	2.64	0.13	2.77
55	Streetlight Energy	07/08/2025		Current Account		Electricity	Tomato Energy	L	97.02	4.85	101.87
56	Streetlight Energy	15/08/2025		Current Account		Electricity	Tomato Energy	L	1.28	0.06	1.34
58	Subscriptions	18/08/2025		Current Account		Administration	Lloyds	Z	4.25		4.25
50	Clerk's Salary	19/08/2025		Current Account		Salary	Miss K Hanslip	Z	458.48		458.48
49	Clerk's Expenses	19/08/2025		Current Account		Expenses	Miss K Hanslip	Z	51.65		51.65
52	Groundskeeper	19/08/2025		Current Account		Groundskeeping	Pat Whtton	Z	600.00		600.00
51	Maintenance	19/08/2025		Current Account		Orchard	UK Planet Tools	S	71.64	14.33	85.97
52	Mileage	19/08/2025		Current Account		Groundskeeping	Pat Whtton	Z	31.50		31.50
57	Repairs	29/08/2025		Current Account		Play area	CPA Horticulture Ltd	S	108.33	21.67	130.00
Total									1,531.61	47.35	1,578.96

SEPTEMBER PAYMENTS

Coveney Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

10 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60	Streetlight Energy	01/09/2025		Current Account		Electricity	Tomato Energy	L	97.02	4.85	101.87
62	Streetlight Energy	01/09/2025		Current Account		Electricity	Tomato Energy	L	2.64	0.13	2.77
67	Streetlight Energy	01/09/2025		Current Account		Electricity	Tomato Energy	L	1.28	0.06	1.34
61	Repairs	09/09/2025		Current Account		Play area	CPA Horticulture	S	108.33	21.67	130.00
59	Audit	16/09/2025		Current Account	CA0062	Audit	PKF Littlejohn LLP	S	210.00	42.00	252.00
66	Clerk's Salary	16/09/2025		Current Account		Salary	Miss K Hanslip	Z	458.48		458.48
65	Clerk's Expenses	16/09/2025		Current Account		Expenses	Miss K Hanslip	Z	36.80		36.80
64	Payroll Services	16/09/2025		Current Account		Payroll	Red Shoes Accounting Serv	S	43.50	8.70	52.20
63	Groundskeeper	16/09/2025		Current Account		Groundskeeping	Pat Whtton	Z	600.00		600.00
Total									1,558.05	77.41	1,635.46

SEPTEMBER INCOME

Coveney Parish Council
RECEIPTS LIST

10 September 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
11	CIL	10/09/2025		Current Account		Allotment	Derek Matthews	Z	80.00		80.00
12	Allotments	10/09/2025		Current Account		Allotment	Chris and Becky Warner	Z	80.00		80.00
Total									160.00		160.00