

COVENY PARISH COUNCIL



Notice of Meeting: Full Council Meeting

Date: Monday 20th October 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: 6

Vacancies: 1

Miss Kendle Hanslip – Clerk/RFO

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

AGENDA

25/74 Welcome

25/75 To receive and accept apologies of absence

25/76 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.

25/77 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.

25/78 To receive County Councillor & District Councillor Reports

- 1** Cllr Bailey and Cllr Dupre to give report

25/79 Approval of minutes

- 1** To approve minutes for signature from Monday 15th September 2025.
- 2** Matters arising from the minutes (For information only)
- 3** Clerk's report

25/80 Planning applications

- 1** 25/01042/FUL - Raised roof to create loft conversion, single storey extension to rear, solar panels, new windows and doors - Hereward House 6A Main Street Wardy Hill Ely Cambridgeshire.

25/81 Progress on Planning Applications (For Information)

1 None

25/82 Correspondence Received

- 1 To report any correspondence received from residents
- Update on fence outside Park House
 - MVAS monitoring

25/83 Council Administration Matters

- 1 Approve and adopt new IT policy 2025
- 2 Approve Grievance and Disciplinary Policy 2025
- 3 Agree the Clerk to purchase a new mobile phone

25/84 Wardy Hill Social Club

- 1 Approve solicitor quotes for support of WHSC

25/85 Recreational Areas

- 1 Update on Orchard
- 2 Update on Pond
- 3 Approve quotes for path and bench pad
- 4 Update on Tree Wardens report
- 5 Approve quote to fix chain on Coveney play area
- 6 Approve wreath purchase for Remembrance Day
- 7 Approve fireworks proposal for Village Hall
- 8 Update and approve groundskeeper tender
- 9 To update on the Bus Route 125

25/86 Finance matters

- 1 To approve October invoices for payment as per schedule
- 2 To approve the council's financial position up until 30th September 2025
- 3 To agree if we redeposit £15,000 now it has matured
- 4 To share an update of the council reserves

25/87 Date of Next Meeting

- 1 Monday 17th November 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
PAYMENTS (AWAITING AUTHORISATION) LIST

14 October 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72	Subscriptions	01/10/2025		Current Account		Mobile phone	Tesco Mobile	S	11.31	2.26	13.57
78	Streetlight Energy	01/10/2025		Current Account		Electricity	Tomato Energy	L	2.55	0.13	2.68
77	Streetlight Energy	02/10/2025		Current Account		Electricity	Tomato Energy	L	93.89	4.69	98.58
74	Subscriptions	14/10/2025		Current Account		Connexions newsletter printing	Claire Langston	Z	10.00		10.00
73	Training	14/10/2025		Current Account		Administration	CAPALC	Z	75.00		75.00
71	Maintenance	14/10/2025		Current Account		Orchard	Nigel Pate	S	84.00	16.80	100.80
75	Groundskeeper	14/10/2025		Current Account		Groundskeeping	Pat Whotton	Z	600.00		600.00
75	Mileage	14/10/2025		Current Account		Groundskeeping	Pat Whotton	Z	31.50		31.50
76	Clerk's Salary	15/10/2025		Current Account		Salary	Miss K Hanslip	Z	476.44		476.44
76	Clerk's Expenses	15/10/2025		Current Account		Salary	Miss K Hanslip	Z	62.24		62.24
Total									1,446.93	23.88	1,470.81

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role