



COVENEY PARISH COUNCIL

Minutes of 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

Present: Cllr J Adams, Cllr R Langston, Cllr N Laredo, Cllr C Senior

Also Present: 6 members of the public, Mrs S Thompson (The Clerk)

24/062 Election of Chairman

Cllr Langston was proposed and seconded and duly elected. The Declaration of Acceptance of Office was signed. He thanked Cllr Laredo for all her work over the last year.

24/061 Election of Vice Chairman

Cllr Laredo was proposed and seconded and duly elected.

24/062 Apologies for absence

Apologies were approved from Cllr Matthews.

24/063 Members' declaration of interest for items on the agenda

None made.

24/064 To Approve the Minutes of the Previous Meeting

The minutes of 17 April 2024 were approved for signature.

24/065 Public Question Time

- Mr Tither brought in the annual invoice from CCC for hosting Coveney's contribution of the Cambridgeshire Community Archive Network which will be put forward for payment on the next agenda. He reported that more interest in the village archives would always be welcome.
- A member of the public commented on the woodchip under the climbing frame. Weeds are coming through. Would a rubber surface be a better alternative? It would require less maintenance and could be more colourful.
- An enquiry was made about the arrangements for grasscutting in the parish. It was explained that there have been issues around a late start due to the weather and the problems with getting the mower working despite the service being carried out.

24/066 District and County Councillors' Reports

Both Cllr Dupré and Cllr Bailey attended the Annual Parish Meeting and have been asked to come to the next meeting in June.

ANNUAL BUSINESS (in accordance with Standing Orders)

24/067 Review of Standing Orders and Financial Regulations

A number of typographic errors have been identified and will be corrected. Subject to those, the Standing Orders and Financial Orders were re-adopted. It was noted that new model Financial Regulations have been issued and will be considered for adoption in due course.



- 24/068 Review of Asset Register**
Amendments need to be made to add the land acquired from Sanctuary Land and to record that the flail mower is now in storage, no longer in the care of Mr Border.
- 24/069 Review and confirmation of Insurance arrangements**
It was agreed to renew with Clear Insurance at a premium of £774.76.
- 24/070 Review of Council subscriptions to other bodies**
It was agreed to make no changes.
- 24/071 Review of Complaints Procedure**
The policy will be updated with the name of the new chairman. It was agreed that no other changes are required.
- 24/072 Review of Policies, Procedures and Practice in respect of Freedom of Information and data protection legislation**
It was agreed that no changes are necessary. The ICO model, as adopted, is to be put on website/
- 24/073 Completion of the Annual Return for the year to 31 March 2024**
It was agreed to take this item to the next meeting.
The public rights for the inspection of the accounts will be published. The dates for inspection are from 3 June to 12 July 2024.

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 – The Tree Warden reported on the revised plan for planting the coronation oaks. This was approved with the exception of the proposed tree on Wardy Hill Green pending consideration of feedback
g) Barrier at Byall Fen site
- 24/075 Vacancies for 2 Parish Councillors – co-option**
Nothing to report.
- 24/076 Working Groups (for updates and decisions)**
a) Allotment and Community Green Space
- Borehole
 o pump — Cllr Laredo has submitted a grant application to Cambridgeshire and Peterborough Fund for Nature, the outcome will be announced in August
 o interim arrangements – it may be necessary to buy an IBC container at about (£60) plus contribution to neighbours water. Costs to be split 50/50 allotment/orchard. Cllr Adams will continue with this task.
- Pond – The Clerk is to compile a summary of feedback
- Pride of Place – ECDC have been updated on plans
 o Consultation
 o Plans



- Funding opportunities
- b) Policies and Procedures – to be considered at the next meeting
 - 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 - contract will be drawn up for start of 1 June, it was agreed £50 off first 6 months rent to allow for set up costs
- b) Anglian Observatory – letters have been delivered to all residents in School Lane, no feedback has been received. Mr Ingram is looking into grant applications and will be preparing an online questionnaire to measure support. The final agreement is still to be approved and a start time is still not clear.
- 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 – no progress to report

24/079**Finance**

- a) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date

Bank Reconciliation – 30 April 2024

Current Account	10,428.36	Brought Forward	34,740.39
Deposit Account	18,246.46	Income –	9,522.36
Term Deposit	10,000.00		
		(Expenditure)	(5,587.90)
	38,674.82		38,674.82

- b) Payments for approval – Payments on the attached list were approved for payment.

24/080**Date and Time of Next Meeting**

Monday 10 June 2024, 7.30pm in Coveney Village Hall

Meeting closed at 21.00





COVENEY PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 10 June 2024 at 7.30pm in Coveney Village Hall

Present: Cllr J Adams, Cllr R Langston (Chairman), Cllr N Laredo, Cllr C Senior

Also Present: Cllr L Dupré (CCC), Mr Miles Foster (Tree Warden) Mrs S Thompson (Clerk)

24/080 Apologies for absence

None received.

24/081 Members' declaration of interest for items on the agenda

None Made

24/082 To Approve the Minutes of the Previous Meeting

Some amendments are to made to the minutes of 20 May 2024.

24/083 Public Question Time

The Tree Warden gave an update. The wildflowers on Wardy Hill Village Green are looking good. Oak trees have been planted with the help of some volunteers, 3 remain to be planted. Plaques will placed at each tree, costs to be agreed at a later date.. The planting plan to be prepared will include replacement of a dying rowan tree on Wardy Hill Village Green with a silver birch.

24/084 District and County Councillors' Reports

Cllr Bailey (ECDC) sent her apologies.

Cllr Dupré (CCC) answered questions on her written report.

24/085 Completion of the Annual Return for the year to 31 March 2024

- a) Section 1 – Annual Governance Statement 2023/2024 – Councillors agreed the responses to each question and approved the form for signature.
- b) Section 2 Accounting Statements 2023/24 – the form was approved for signature.

24/086 Internal Audit Report

The Internal Audit has taken place and the Annual Return has been completed and signed. The full report is expected shortly.

24/087 Policies and Procedures

- a) Privacy Policy - approved
- b) Delegation Scheme - approved
- c) Debit Card Arrangements for items that have been approved by the Council – policy approved.

24/088 Wardy Hill Social Club

The Clerk was authorised to carry out some minor administration tasks on behalf of the Social Club until the new administration of the Club is in place. However, it was



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reconfirmed that this the Parish Council does not have any responsibility and liability for the Club. The Clerk will check the electricity and water situation.

24/089 Playground Inspection reports

The Annual Reports were discussed. There are no urgent actions to be taken.

24/090 Old Mower

It was agreed that the mower should be sold.

24/091 Telephone Box

It was agreed to sell the box.

24/092 MUGA

The Clerk will get quotes for the lighting.

24/093 Orchard

It was agreed in principle to hold an event to build a bug hotel event on Sunday 25 August. Cllr Laredo will get some costs for refreshments.

24/094 Finance

c) Monthly income and expenditure, financial reconciliation and budgetary control reports for the year to date - noted

d) Payments for approval – see attached list

24/095 Date and Time of Next Meeting

Monday 8 July 2024, 7.30pm in Coveney Village Hall

Meeting closed at 21.05