

COVENEY PARISH COUNCIL



Notice of Meeting: Full Council Meeting

Date: Monday 18th May 2026

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

26/57 Welcome

26/58 Election of Chairman

- 1 To elect the chairman for 2026/27. The elected Chairman will then execute the *Declaration of Acceptance of Office*.

26/59 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*.

26/60 To receive and accept apologies of absence

26/61 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.

26/62 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.

26/63 To receive County Councillor & District Councillor Reports

- 1 Cllr Bailey and Cllr Dupre to give report

26/64 Approval of minutes

- 1 To approve minutes for signature from Monday 20th April 2026.

- 2 Matters arising from the minutes (For information only)
- 3 Clerk's report

ANNUAL BUSINESS (in accordance with standing orders)

25/65 Review and Adoption of Statutory Documents, Appointments and Policies

- 1 To review, approve and adopt Standing orders for 2026
- 2 To review, approve and adopt Financial Regulations for 2025
- 3 To accept the new asset register for 2026
- 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 25/26
- 7 Review and approve Insurance arrangements
- 8 To note total Community Infrastructure Levy (CIL) held as of May 26

25/66 Review of Policies and Procedures

- 1 Review and adopt Disciplinary Policy for 2026
- 2 Review and adopt Health & Safety Policy 2026
- 3 Review and adopt Privacy Policy 2026
- 4 Review and agree Code of Conduct Policy
- 5 Review and agree Grievance Policy
- 6 Review and agree Complaints Policy
- 7 Review and agree Risk Register
- 8 Review and agree Unacceptable Behaviour Policy
- 9 Review and agree Safeguarding Policy
- 10 Review and agree Document Retention and Disposal Policy
- 11 Review and agree Equality and Diversity Policy
- 12 Review and Agree Delegation Scheme

REGULAR BUSINESS

26/67 Planning

- 1 26/00491/TPO - T1 Ash - Fell, leave at approximately 2 metres high. The tree has lost several large limbs and has excessive decay. Ideally will replant with a native species tree to be confirmed with Tree Officer. Tree is back garden but over hanging road on a corner - Drovers 1 Jerusalem Drove Wardy Hill Ely

26/68 Correspondence Received

- 1 To report any correspondence received from residents

26/69 Wardy Hill Social Club

- 1 To provide an update on the Social Club

26/70 Recreational Areas

- 1 To discuss purchasing a borehole pump for the allotments
- 2 To discuss play area at Wardy Hill
- 3 Tree warden's report
- 4 Discussion regarding how to tackle the hemlock on the orchard and allotments

26/71 Council Administration Matters

- 1 To discuss Clerk to attend an online play park course
- 2 To discuss Image Alt AI plugin (recommended) for the website
- 3 To discuss renewal of Council Insurance
- 4 To discuss renewal of National Allotment Society

26/72 Neighbourhood Plan

To discuss next steps on the Neighbourhood Plan following the presentation and discussion at the Annual Parish Meeting

26/73 Finance matters

- 1 To approve April invoices for payment as per schedule
- 2 To approve the council's financial position up until 31st March 2026
- 3 To accept the 2025/26 VAT return
- 4 Fixed term deposit maturing on 18th May to discuss options
- 5 To share Internal Auditors report and any recommendations
- 6 To review and approve Section 1 'Annual Governance Statement 2025/26' of the Annual Governance and Accountability Return
- 7 To review and approve Section 2 'Annual Governance Statement 2025/26' of the Annual Governance and Accountability Return
- 8 To note dates set for the period of the Exercise of Public Rights.

26/74 Date of Next Meeting

- 1 Monday 15th June 2026

Chairman: Cllr R Langston

Clerk/RFO – Miss K Hanslip, 60A Cannon Street, Little Downham CB6 2SS.

EMAIL: Clerk@coveneyparishcouncil.gov.uk **TEL:** 07840 795438

Coveney Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

12 May 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
8 Clerk's Expenses	01/05/2026		Current Account		Mobile phone	Tesco Mobile	S	6.67	1.33	8.00
11 Clerk's Salary	19/05/2026		Current Account		Salary	Miss K Hanslip	Z	385.04		385.04
11 Clerk's Expenses	19/05/2026		Current Account		Salary	Miss K Hanslip	Z	43.10		43.10
16 Website	19/05/2026		Current Account		Administration	Netted Design	Z	135.00		135.00
12 Signs	19/05/2026		Current Account		Village Improvement	Gladstone UK	S	188.66	37.73	226.39
14 Groundskeeper	19/05/2026		Current Account		Groundskeeping	Glover Group (East Anglia)	S	235.73	47.15	282.88
15 Groundskeeper	19/05/2026		Current Account		Groundskeeping	Glover Group (East Anglia)	S	235.73	47.15	282.88
13 Safety Inspection	19/05/2026		Current Account		Play area	Physidley Limited	S	166.00	33.20	199.20
Total								1,395.93	166.56	1,562.49

Prepared by: _____

Name and Role

Approved by: _____

Name and Role

Approved by: _____

Name and Role

Date: _____

Date: _____

Date: _____