

COVENEY PARISH COUNCIL

Minutes of the Full Council Meeting held on Monday 18th May 2026 at 7.30pm

Attendees: Cllr Langston, Cllr Laredo, Cllr Hammond, Cllr Winfield and Cllr Doig

Clerk: Miss K Hanslip

Start 7:30pm

MINUTES

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*. **RESOLVED** Cllr Langston was elected as Chairman for 2026/ 27. Cllr Langston executed his Declaration of Acceptance of Office which was witnessed by the Proper Officer

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*. **RESOLVED** Cllr Laredo was elected as Vice Chair for 2026/ 27. Cllr Laredo executed his Declaration of Acceptance of Office which was witnessed by the Proper Officer

26/60 To receive and accept apologies of absence

None

26/61 Councillor's Declarations of Interest

None

26/62 Public and Press Participation Session (15 minutes)

None

26/63 To receive County Councillor & District Councillor Reports

- 1 Cllr Bailey and Cllr Dupre reports are available from the Clerk – please email clerk@coveneyparishcouncil.gov.uk

Cllr Dupre's report can be found at

www.tinyurl.com/lornasreports

Cllr Bailey's report can be requested from the Clerk

26/64 Approval of minutes

- 1 To approve minutes for signature from Monday 20th April 2026. **RESOLVED** accepted and signed
- 2 Matters arising from the minutes (For information only) **NONE**
- 3 Clerk's report **NO MATTERS ARISING**

ANNUAL BUSINESS (in accordance with standing orders)

26/65 Review and Adoption of Statutory Documents, Appointments and Policies

- 1 To review, approve and adopt Standing orders for 2026 **RESOLVED** 2026 Standing Orders approved and adopted.

- 2 To review, approve and adopt Financial Regulations for 2026 **RESOLVED** Financial Regulations for 2026 were approved and adopted.
- 3 To accept the new asset register for 2026 **RESOLVED** asset register accepted
- 4 To review and approve councillors who are bank signatories on all bank accounts **RESOLVED** current signatories to remain unchanged for 2026/ 27
- 5 To review and approve councillors appointed to authorise BACS payments online **RESOLVED** current signatories to remain unchanged for 2026/ 27
- 6 To review council expenditure under S137 for 25/26 **RESOLVED** the council approved two Section 137 grants for 2027/26: Grants were awarded for the village fireworks and Cambridge Community Archives Network.
- 7 Review and approve Insurance arrangements **RESOLVED** Clerk to obtain an updated quote from Zurich based on correct asset values, and to approve their quote if they are cheaper than the current insurers.
- 8 To note total Community Infrastructure Levy (CIL) held as of May 26 **RESOLVED** Clerk shared the CIL amount held

26/66 Review of Policies and Procedures

- 1 Review and adopt Disciplinary Policy for 2026 **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 2 Review and adopt Health & Safety Policy 2026 **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 3 Review and adopt Privacy Policy 2026 **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 4 Review and agree Code of Conduct Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 5 Review and agree Grievance Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 6 Review and agree Complaints Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 7 Review and agree Risk Register **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 8 Review and agree Unacceptable Behaviour Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 9 Review and agree Safeguarding Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 10 Review and agree Document Retention and Disposal Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 11 Review and agree Equality and Diversity Policy **RESOLVED** approved and will review in 3 years if there are not legislation changes
- 12 Review and Agree Delegation Scheme **RESOLVED** approved and will review in 3 years if there are not legislation changes

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 **RESOLVED** It was noted that the tree could cause damage to power lines, and was a risk to anyone on the road, and agreed to provide no comment.

26/68 Correspondence Received

- 1 To report any correspondence received from residents **RESOLVED** Resident had queried the location of some trees to be planted in Way Head – The Council will speak with the tree warden and review the locations.

26/69 Wardy Hill Social Club

- 1 To provide an update on the Social Club **RESOLVED** Cllr Hammond to contact everyone who completed the survey and look at next steps.

26/70 Recreational Areas

- 1 To discuss purchasing a borehole pump for the allotments **RESOLVED** Cllr Laredo to thank Jamie Lowrie for donating pump and Cllr Doig and Cllr Winfield will look at costs of a pump to keep as a spare.
- 2 To discuss play area at Wardy Hill **RESOLVED** Clerk will look at grants after a consultation was conducted at the Youth Club which identified the type of play equipment favoured by local children.
- 3 Tree warden's report **RECEIVED** no issues
- 4 Discussion regarding how to tackle the hemlock on the orchard and allotments **RESOLVED** Clerk to clarify some points from Glover on areas at the allotment to be sprayed and then appoint for the works of spraying to be carried out to kill the Hemlock at the Orchard and allotments. Clerk to also contact Rights of Way Officer to request footpath 3 hemlock overgrowth is dealt with.

26/71 Council Administration Matters

- 1 To discuss Clerk to attend an online play park course **RESOLVED** Clerk to book. Clerk to also look at the ROSPA report and send any recommendations for improvements and get quotes to improve.
- 2 To discuss Image Alt AI plugin (recommended) for the website **RESOLVED** it was agreed to not go ahead with this.
- 3 To discuss renewal of Council Insurance **RESOLVED** as noted at 25/65
- 4 To discuss renewal of National Allotment Society **RESOLVED** Clerk to ask Allotment holders if this is something that they want to continue with

26/72 Neighbourhood Plan

To discuss next steps on the Neighbourhood Plan following the presentation and discussion at the Annual Parish Meeting **RESOLVED** The Local Plan already covers many of the issues relevant to the Parish, and it was not felt that a Neighbourhood Plan would add sufficiently to that to justify the work involved in preparing it. Cllr Langston will obtain further information on the process for putting together a Neighbourhood Priority Statement (NPS).

26/73 Finance matters

- 1 To approve April invoices for payment as per schedule **RESOLVED** payments approved
- 2 To approve the council's financial position up until 30th April 2026 **RESOLVED** financial position was approved.
- 3 To accept the 2025/26 VAT return **RESOLVED** payment has been received
- 4 Fixed term deposit maturing on 18th May to discuss options **RESOLVED** it was agreed to move £20,000 to the fixed term deposit for 6 months.
- 5 To share Internal Auditors report and any recommendations **RESOLVED** Clerk shared the internal audit report and all points were covered apart from Assertion 10.
- 6 To review and approve Section 1 'Annual Governance Statement 2025/26' of the Annual Governance and Accountability Return **RESOLVED** approved

- 7 To review and approve Section 2 'Annual Governance Statement 2025/26' of the Annual Governance and Accountability Return **RESOLVED** approved
- 8 To note dates set for the period of the Exercise of Public Rights. **RESOLVED** to NOTE that the period of the exercise of public right is set for 3rd June until 14th July 2026.

26/74 Date of Next Meeting

- 1 Monday 15th June 2026

Close of meeting 9.00pm

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	01/05/2026		Current Account		Mobile phone	Tesco Mobile	S	6.67	1.33	8.00
11	19/05/2026		Current Account		Salary	Miss K Henslip	Z	385.04		385.04
11	19/05/2026		Current Account		Salary	Miss K Henslip	Z	43.10		43.10
16	19/05/2026		Current Account		Administration	Narfed Design	Z	135.00		135.00
12	19/05/2026		Current Account		Village Improvement	Gladstone UK	S	188.66	37.73	226.39
14	19/05/2026		Current Account		Groundskeeping	Glover Group (East Anglia)	S	235.73	47.15	282.88
15	19/05/2026		Current Account		Groundskeeping	Glover Group (East Anglia)	S	235.73	47.15	282.88
13	19/05/2026		Current Account		Play area	Playsidey Limited	S	166.00	33.20	199.20
Total								1,395.93	166.56	1,562.49

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role