

Corringham Parish Council & Burial Authority

July 5th 2022 - Minutes of Meeting

Minutes of an ordinary meeting of Corringham Parish Council, held on Tuesday 5th July 2022 at 7.30 pm at Corringham Village Hall

Present: Parish Councillors: D. Semley (Chair) J Stanser (Vice-Chair), S Blades, N Smith

Member(s) of the Public:

Item

1. **CHAIRMAN'S REMARKS** Meeting was opened by Chair Cllr. Semley who welcomed all to the meeting and gave reminders of the Nolen Principles and that Standing Orders were in place for the meeting.
2. **APOLOGIES FOR ABSENCE** – Cllr M. Parr, District Cllr. Howitt-Cowan, PCSO Julie McFaul, Cllr. Perraton-Williams
3. **DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION IN RELATION TO DISCLOSABLE PECUNIARY INTEREST** - None
4. **PUBLIC QUESTION TIME** – No members of the public in attendance.
5. **MINUTES** - To consider and resolve to:
 - i. **RESOLVED** that Minutes of the Ordinary Meeting held Tuesday 5th June 2022, with amendment to section 8a, be approved and signed as a correct record.
 - ii. **Matters Arising:**

Ashwin Trust: Changes to the bank signatory can't be done without Governance Document. Cllr. Semley has obtained a copy of the Governance of Charity to be sent to the bank for their approval. Cllr. Semley's name and address is, however, on the account and latest bank statements have been received. Further work needed with bank to accept new signatories and trustees. Ongoing. **[ACTION: Cllr Semley]**
6. **REPRESENTATIVE REPORTS** –
 - a. Cllr C. Perraton-Williams: None received.
 - b. Cllr. Howitt-Cowan: Report for July 2022 circulated prior to the meeting with Census data. No questions arising.

- c. Julie McFaul, PCSO. Provided one incident of a van lock snapped and tools taken on East Lane.

7. BUSINESS MATTERS FOR CONSIDERATION -

a. Ecology Report & Lincs Zero Carbon Project.

- i. Ecology Report by GCG Ecology shared. Information collected on flora and fauna shows we could qualify to become a Lincolnshire Wildlife Site. This will be looked into further. **[ACTION: Cllr. Semley]**
- ii. Discussions were had with regard to the recommendations in the Ecology report and potential ideas for future works were discussed. **RESOLVED** for Cllr Semley to prepare and circulate a proposal incorporating these discussions and recommendation in the Ecology report.
- iii. Recommendations in the report could be linked with the Lincs Zero Carbon Project pilot where the County Council will fund environmental projects in parishes to help reduce the carbon footprint. Corringham PC have been selected to be part of the pilot. This to be incorporated in the proposal document. **RESOLVED** to work with the Zero carbon project leader to help meet funding requirements.
- iv. Due to the possibilities and work required for the project it was suggested a Community Wildlife Group be set-up and a community day(s) could be held for the villagers to volunteer to help with environmental works. **RESOLVED** to add this to newsletter.
- v. Contact to be made with Matthew Davey from Lincolnshire Wildlife to gather information and see about ways forward. **[ACTION: Cllr. Semley]**
- vi. **RESOLVED** for contact to be made with LCC with regards to access to the field behind the pond area. Landholding Surveyor also to be approached for any advice on access to the field and maintaining right of access. **[ACTION: Cllr Semley].**

b. Cemetery Works

Burial Policy to be distributed to local undertakers with covering letter and contact details. **[ACTION: Cllr Semley]**

A new Deed of Exclusive rights book has been purchased at a cost of £132.00
A fireproof bag has been purchased at a cost of £33.42 to keep cemetery, and other, documents secure and is in use.

c. Cemetery Noticeboard

Fact finding exercise found noticeboard will cost approx. £1000 with fixing and mounting.

There is a need for a notice board to display the Burial Policy and also for PC to inform residents of works, grass cutting, rules etc for the Cemetery.

RESOLVED to look at potential boards for durability, size etc. 3 quotes to be acquired for comparison for next meeting. **[ACTION: Cllr Stanser]**

d. Pond Area

See 7a section

e. Clerk's email account

PC e-mail address is linked to previous Clerk's phone.

RESOLVED to purchase a cheap contract/pay-as-you-go phone to be directly linked to the PC e-mail account **[ACTION: Cllr Stanser]**

f. Internal risk assessment – to consider update

RESOLVED to **DEFER** to next meeting.

g. Grass and Hedge Cutting Timings

RESOLVED to discuss in more detail next meeting as Grassing Cutting contract is due for renewal.

h. Signage

RESOLVED to cost a metal/plastic No Dog sign for East Lane entrance to field. Mounting possibilities to be looked at also. **[ACTION: Cllr Stanser]**

8. **FINANCIAL REPORTS** – To receive the financial report and approve payments.

a. Internal audit & AGAR

AGAR published on website by LCC

b. Finance report

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|-------------------------------|--|---|
| Bank Balance | Current Account: £13,745.52 BMM Reserve Account: £5,500.80 Total: £19,375.07 | |
| Bank Activity | Bank Charges: £11.00 (£2.00 due to charges for banking cheques) Interest earned on reserve account: 0.23p | |
| Expenditure (Payee) | Amount | Details |
| Heather Property Services Ltd | £580.00 | Heather Property Services Ltd have completed the initial cut to all areas. Areas are to a good standard. Invoice received from Heather Property Services for the sum in line with contract. Approved. |
| CGC Ecology | £514.56 | Ecology Report* |
| West Lindsey District Council | £239.52 | Cemetery Rates |

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|---------------------------|-------------------|---|
| Corringham Village Hall | £24.00 | Hall hire |
| Cllr. D Semley (Expenses) | £132.00 £33.42 | Deeds of Exclusive Rights Book Fireproof Bag Expenses form received Signed & Approved |

c. VAT

VAT to be recovered for Ecology Report

VAT can be recovered up to 3 years after invoice. Due to changes in committee members and job roles there is 2 years worth of VAT to be claimed **[ACTION: Cllr. Semley]**

d. Asset Register

RESOLVED to include 2 x Road Closed signage, 10 x traffic cones – Photographs required **[ACTION Cllr. Stanser]**

2 x bench ends and remaining slats from repairs to be recovered. **[ACTION Cllr. Stanser]**

9. **COUNCILLOR TRAINING**

Cllr. Smith – New Councillor Training 13.09.22

Cllr. Semley & Cllr. Stanser – JADU Basics Training 13.09.22

Cllr. Semley – New Clerk’s Training 21.09.22 & 05.10.22

All training is covered by the annual subscription fee paid to LALC

10. **PLANNING MATTERS** – To consider applications and responses to planning matters.

Reserved matters Application Ref: 145066 Planning is not within Corringham boundary – No comments

11. **ONGOING MINOR ITEMS, CORRESPONDENCE AND AGENDA ITEMS FOR THE NEXT MEETING**

Hedges on Church Lane discussed: latest use of footpath was satisfactory with no obstructions.

It was reported that the surgery was potentially opening again. **RESOLVED** a note to be sent to surgery to ask for clarification of opening or permanent closure. **[ACTION: Cllr Semley]**

It was reported the signage at the end of Pilham Lane (A631) needs re-fixing to its post.

Dog bin at the end of East Lane/Aisby Lane has no lid, it has rotted away and the one on Mill Mere Lane has no handle. Research on Fix my Street has no direction on who to contact regarding fixing these. Further enquiries on hep with this matter are ongoing.

Potential need for a dog bin at the end East Lane (School corner) to stop dog waste being put in the church bins.

A Newsletter was proposed to celebrate the success of the Jubilee and to begin sharing information with the community about the Ecology & Lincs Zero Carbon Project. **[ACTION: Cllr. Semley]**

DATE OF NEXT MEETING – To resolve to note the date of the next Annual General Meeting and Parish Council meeting **Tuesday 2nd August 2022 – 7.30pm – Venue TBC**

Meeting Closed: 9.00pm

ADOPTED

02/08/2022