

Corringham Parish Council

Minutes of Ordinary Meeting - June 7th 2022 (Amended)

Minutes of the ordinary meeting of Corringham Parish Council, held on Tuesday 7th June 2022 at 7.30 pm at Corringham Village Hall

Present: Parish Councillors: J Stanser (Vice-Chair), S Blades, M Parr, N Smith

Member(s) of the Public: Ms. Trish Hardwick.

Item

1. **CHAIRMAN'S REMARKS** Meeting was opened by Vice Chair Cllr. Stanser who welcomed all to the meeting and thanked everyone for their involvement in the Jubilee Celebrations.
2. **APOLOGIES FOR ABSENCE** – Cllr D. Semley, District Cllr. Howitt-Cowan, PCSO Julie McFaul
3. **DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION IN RELATION TO DISCLOSABLE PECUNIARY INTEREST** - Cllr. M Parr – Allotment matters (pecuniary), Cllr. J Stanser – Jubilee Committee
4. **PUBLIC QUESTION TIME** – Ms Trish Hardwick attended the meeting in the role of Chair of the Village Hall to thank the Parish Council and Jubilee Committee for leaving the hall clean and tidy after the Jubilee event. After electricity meter readings, the Parish Council owed £8.00 to the venue; this was waived by the Chair of the Village Hall in lieu of the tea, coffee, sugar etc. left to the Village Hall after the Jubilee event. Ms. Hardwick returned the deposit cheque of £50.00 to the Vice-Chair of the Parish Council.
5. **MINUTES** - To consider and resolve to:
 - i. **RESOLVED** that Minutes of the Ordinary Meeting held Tuesday 3rd May 2022 be approved and signed as a correct record.
 - ii. Minutes of the Extraordinary Meeting held Monday 9th May 2022 and matters arising still to be approved and e-mailed to councillors. **[ACTION: Cllr. Semley]**
6. **REPRESENTATIVE REPORTS** –
 - a. Cllr C. Perraton Williams: None received.
 - b. Cllr. Howitt-Cowan: Report for June 2022 circulated prior to the meeting. No questions arising.

- c. Julie McFaul, PCSO. Provided one report from the village during the past 4 weeks. 19/05/22
– Reports of large amounts of vehicles parked on Middle Street – officer did attend and no obstructions found.

7. BUSINESS MATTERS FOR CONSIDERATION -

- a. To receive report on Jubilee Celebrations and financial outcome.

To date, invoice from Playworld and fuel bill for the generator still to come in.
Jubilee spend was £4,700.
Ticket Sales raised £450
Raffle Sales raised £831.00 (Raffle less costs = £729.00)
Donations from surrounding companies = £1,930

RESOLVED to ring fence raffle money (£729.00) for future projects.

RESOLVED to give a donation (£100) to Willingham Band.

RESOLVED to donate £60.00 worth of children's equipment & games from the Jubilee Event to Corringham School's After-School Club.

- b. Burial/cemetery policy & proposals

Burial policy was presented to the council for approval.

RESOLVED – Policy passed by Cllr. Stanser and seconded by Cllr. Blades

Noticeboard for cemetery was proposed to help inform people of ongoing works, policies etc.

RESOLVED to find cost of notice board and posts for a Parish Notice Board in the cemetery.
[ACTION: Cllr Stanser]

A new Deed of Exclusive rights book is required

Resolved for Parish Council to purchase a new Deed Book. Cost £110 plus VAT **[ACTION: Cllr Semley]**

Currently important documents are stored in a filing cabinet and are not protected from fire.
Proposal to purchase fireproof container.

Resolved for Parish Council to purchase a Fireproof Box for safety of deeds. Cost £33.42
[ACTION: Cllr Semley]

- c. Cemetery bin(s)

Council agreed a wooden cover for the cemetery bin was not needed as it should be clearly visible to users.

- d. Land Holdings & registration

RESOLVED for conveyancer to assist with land holding **[ACTION: Cllr Semley]**

- e. Ashwin Charity update

Updating of bank details still ongoing [**ACTION: Cllr Semley**]

f. Clerk's email account

Previous Clerk's name can't be taken off the e-mail address. E-mail address will be retained for incoming mail only. A new Parish Council e-mail to be set up using CorringhamPC
[ACTION: Cllr Semley]

g. Ecology report

Waiting on report

h. Internal risk assessment – to consider update

RESOLVED to **DEFER** to next meeting.

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

a. Internal audit & AGAR

Resolved AGAR Annual Governance Statement signed by Cllr. Stanser.
Amendments to document noted: Section 2.1 included wrong figures.
Year end 31st March 2021 was £6,862 NOT £15,131 as documented.
Year end 31st March 2022 was £15,131 NOT £13,148 as documented.

b. Bank update

Cllr. Semley is named as the primary user of the account, with Cllr. Stanser's access imminent. All payments to be approved by all Parish Councillors.

c. Insurance

Insurance Paid.

d. End of Neighbourhood grant submission

Resolved paper work was submitted and the under spend of £962.25 was returned.
[CLOSED]

e. Finance report

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.
Internal Audit	£50.00	
Cllr. D Semley (Expenses)	£1357.60 128.75	Jubilee Expenses – expenses form received. Signed & Approved

		Stationary & land search
Cllr. J Stanser (Expenses)	£876.31	Jubilee Expenses – expenses form received. Signed & Approved

AGAR to be published on website
 Asset Register to be updated **[ACTION: ??]**
Resolved LALC training \subscription renewed (£114.00)

9. COUNCILLOR TRAINING

No update on training

10. LITTER PICKING

Information to be included on Parish website regarding the availability of litter picking equipment. If parishioners wish to use the equipment, they can approach councillors via the website for use.

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

None

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

Next Agenda:

- To discuss grass cutting timetable regarding having a marked map of planted bulbs to avoid them being cut too soon in the season.
- To discuss having a No Dogs sign for the steps leading off East Lane to the playing field.

RESOVLED to exclude the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the sensitive nature of the item to be discussed.

Cllr. Stanser wished to update the council on a matter of a sensitive nature. This was for information only, no resolution or further action required.

13. DATE OF NEXT MEETING – To resolve to note the date of the next Annual General Meeting and Parish Council meeting **Tuesday 5th July 2022 – 7.30 – Corringham Village Hall**

Meeting Closed: 8.45pm

ADOPTED

05/07/2022

