

Corringham Parish Council
Approved Minutes of Ordinary Meeting 7th December 2021

Minutes of an ordinary meeting of Corringham Parish Council, held on Tuesday 7th December 2021 at 7.30 pm at Corringham CE Primary School.

Present:

Parish Councillors: D Semley (DS)(Chair), J Stanser (JS)(Vice-Chair), S Blades (SM), R Brown (RB), M Parr (MP)

Acting Clerk: Cllr. D Semley (DS)

District Councillor(s): P Howitt-Cowan (PHC) Joined meeting at 8.00 pm

Member(s) of the Public: None

In attendance: Dr Elizabeth Raymond - note taker

ITEM

1. **CHAIRPERSON REMARKS** – Cllr. D Semley opened the meeting and invited open discussion.
2. **APOLOGIES FOR ABSENCE** – Cllr. A Lowe-Hall. None other received.
3. **MEMBERS 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)
4. **PUBLIC PARTICIPATION** - None
5. **MINUTES OF THE PREVIOUS MEETING**
RESOLVED that the minutes of the meeting held on 02 November 2021 be approved and signed as a correct record.
6. **PARISH COUNCILLOR VACANCIES** – No expressions of interest received. Three vacancies on the Corringham Parish Council remain.
7. **REPORTS**
 - a. Corringham Village Hall Report – No report received.
 - b. Neighbourhood Plan Referendum – Cllr. D Semley reported a 16.8% turnout and outcome of Neighbourhood Plan as passed. Councillors were informed of next stages prior to adoption of the plan on 24 January 2022.
RESOLVED to **NOTE** that Cllrs. were requested keep the evening of 24 Jan 2022 available to attend the event of Adoption of Corringham Neighbourhood Plan by WLDC
 - c. Platinum Jubilee Celebrations/Grants WLDC – Cllr. J Stanser reported no further actions. Final balance and schedule of activities reported in near future.
8. **MATTERS FOR CONSIDERATION**
 - a. **Cemetery tree work and maintenance of cemetery grounds**
Cllr. D Semley reported a meeting with GCG Ecology to undertake an ecology report to include the cemetery and pond area. Report cost is circa £500.00 with 75% funding available through the LCC Environmental and Community Projects Fund, leaving balance of £125.00
RESOLVED to commission the ecology survey and pay the balance of costs at £125.00 [**ACTION: ACTING CLERK**]

Cllr. D Semley proposed that a tree planting scheme for the cemetery be considered with the pond scheme, together with exploration of grant opportunities. After receipt of ecology report.
RESOLVED that pond area scheme be deferred to March 2022 meeting. [**ACTION: Cllr. D Semley**]

Cllr. D Semley proposed improvements to the appearance of cemetery ground be considered a five-year project with actions taken in short term to improve regular and ongoing maintenance.

Corringham Parish Council
Approved Minutes of Ordinary Meeting 7th December 2021

Councillors discussed the need to advise the community of the nature of the management plan including allowing some areas to grow rather than be mown.

RESOLVED that a newsletter article be written to inform the community of the cemetery management plan. **[ACTION: Cllr. D Semley]**

- b. **Revision of 2023 allotment rent** (Thonock and Somerby Estates). Council discussed the Thonock and Somerby Estates notice to increase rates for allotments to £250 pa. Councillors reviewed current allotment arrangements and discussed the proposal by Thonock and Somerby to provide an alternative area closer to the village which may enhance and encourage greater community use.
RESOLVED to request further details from Thonock and Somerby regarding the site, land area and nature of alternative Corringham allotments. **[ACTION: Cllr. D Semley]**
- c. **2022/23 budget proposals/precept** – Council have acceptable reserve but do not foresee excessive expenditure prior to year-end. Cllr. D Semley reported on proposed Precept figures and breakdown including provision for training courses, subscriptions included in precept, insurance, tree works, grass cutting, election costs, neighbourhood plan contingency and general maintenance and repair costs.
RESOLVED that the budget be approved, with precept for 2022/2023 set at £11,000.
- d. **Parish bench refurbishment/replacement**– Cllr. D Semley reported that refurbishment of damaged/unsafe benches within the Parish may be covered by insurance given they are treated as an asset. Councillors were advised four tenders for bench refurbishment/replacement have been issued with one contractor to be contacted. Tenders to be received by 14.12.2021.
RESOLVED that in the absence of the Parish Clerk, correspondence relating to bench works be forwarded to Cllr. R Brown.
RESOLVED that submitted tenders for works to be discussed at next meeting (4 January 2022).
- e. **2022 grass cutting services.** Council was advised that preparatory tender documents for grass cutting services would be made available for comment prior to issue and a maximum of 6 contractors to be identified from those expressing an interest in tendering for the works.
RESOLVED that contracts for grass cutting are in place by March 2022.
RESOLVED that tender documents issued for review and discussion at next meeting (4 January 2022).
- f. **Highway maintenance issues** for action by County Council. In the absence of Cllr. C. Perraton-Williams, maintenance issues were deferred for discussion at the next meeting.
RESOLVED to discuss highway maintenance issues at next meeting (4 January 2022).
- g. **William Ashwin Trust** – Council discussed the history and current status of the fund, contact address for the fund, current signatories and Trustees and appointment of new signatories and Trustees.
RESOLVED to add Cllr. D Semley as bank signatory to facilitate change of contact details, removal of existing and addition of new signatories for William Ashwin Trust fund. **[ACTION: Cllr. D Semley]**
RESOLVED to approach existing Trustees to ascertain continuation of appointment **[ACTION: Cllr. D Semley & Cllr. J Stanser]**
RESOLVED to appoint Cllrs. M Parr, S Blades and J Stanser as new Trustees. **[ACTION: Cllr. D Semley]**
RESOLVED to obtain details of the solicitor responsible for the William Ashwin Trust Charitable Status documents. **[ACTION: Cllr. J Stanser]**
- h. **Appointment of new bank signatories.** Council discussed details regarding appointment of new bank signatories to enable the efficient running of the Parish Council.
RESOLVED to arrange paperwork to appoint all councillors as new bank signatories. **[ACTION: Cllr. R Brown]**
- i. **Relocation of Parish Council files.** Existing filing cabinet to be relocated from Corringham Village Hall. Council discussed options for electronic storage of current and archive materials.

Corringham Parish Council
Approved Minutes of Ordinary Meeting 7th December 2021

RESOLVED to relocate the filing cabinet containing Parish Council papers from Corringham Village Hall for storage by Cllr. D Semley. **[ACTION: Cllr. D Semley]**

RESOLVED to investigate electronic document and records management. **[ACTION: Cllr. R Brown]**

- j. **Councillor training requirements** – Corringham PC is a member of the Lincolnshire Association of Local Councils (LALC) and can access training courses at subsidised rates. Details of courses were provided, and Councillors advised that Cllrs. D Semley and J Stanser will attend the Institute of Cemetery and Crematorium Management (ICCM) course, March 2022. New councillor and Clerk courses are available in March/May 2022. All Councillors were encouraged to identify and attend appropriate courses.
- k. **Institute of Cemetery and Crematorium Management (ICCM) membership.** Council discussed the merits of joining ICCM and concluded it would be of no benefit given the size of the Parish. Councillors were advised that Cllrs. D Semley and J Stanser would share the duties of the Burial Clerk after attending training by LALC in February 2022.
- RESOLVED** not to take up membership of the ICCM.

9. FINANCIAL REPORTS

Councillors reviewed the current financial position. The Acting Clerk reported payments for approval.

RESOLVED to approve and pay:

- i. 30 November 2021. Corringham Village Hall. Room hire. £10.00
- ii. 30 November 2021. Clive Keble Consulting. Neighbourhood Plan. Final Invoice: £1400.00
- iii. 7 December 2021. Corringham CE Primary School. Room hire. £10.00
- iv. 7 December 2021. Clerk salary and expenses. £272.24
- v. 7 December 2021. HMRC PAYE. £166.00

Receipts £0.00

Bank Balance on 1 December 2021. £17,010.18

10. POLICE, DISTRICT AND COUNTY COUNCILLOR REPORTS

- a. Police – no report received.
- b. District: Cllr P H Howitt-Cowan report had been received and Cllr. P Howitt-Cowan summarised the key points of the report. No clarifications were sought. The Chair thanked Cllr. P Howitt-Cowan for attending the Neighbourhood Plan count at Corringham Village Hall on 2 December 2021.
- c. County Council Report: No report received.

11. PLANNING MATTERS

No planning applications received.

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

- a. There were no updates on any progress on items not requiring decision and resolution, not otherwise detailed on the agenda.
- b. No items of correspondence had been received.
- c. No matters of correspondence since meeting agenda was posted.
- d. Agenda Items put forward for the January 2022 meeting
 - i. Review tenders for grass cutting.
 - ii. Review tenders for bench refurbishment/replacement.
 - iii. Discuss highway maintenance issues.
 - iv. Review Parish Council Governance Documents including Standing Orders and Financial Regulations, online bank requirements.
 - v. Address the state of pavements/roads regarding school works.

RESOLVED to contact Corringham CE Primary School with request to contractors undertaking school AstroTurf work to remove and clean mud from pavements, access ways to reduce likelihood of slips. **[ACTION: Cllr. D Semley]**

Corringham Parish Council
Approved Minutes of Ordinary Meeting 7th December 2021

- vi. Review status of Corringham doctor's surgery.
RESOLVED to contact Willingham Surgery to ascertain reopening of Corringham Doctors Surgery.
[ACTION: Cllr. D Semley]
- vii. Discuss Clerk's membership of Society of Local Council Clerks (SLCC).

Cllr. P Howitt-Cowan left the meeting at 8:30 pm.

13. TO DISCUSS CLERK/RESPONSIBLE OFFICER VACANCY

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

RESOLVED to accept the resignation of the Clerk and amend Council contact details until such time as a new Clerk is appointed.

RESOLVED to propose and appoint Cllr. R Brown as Responsible Financial Officer.

Councillors discussed the vacancy of clerk and the difficulty in appointing clerks, underpinned by data from the LALC website and the issues of Helmswell Parish Council in recruiting a new Clerk. Councillors sought procedural guidance from the LALC website regarding advertising/recruitment, but no specific information regarding advertising of the post was found. Council **noted** from LALC that newly appointed clerks should attend appropriate training preceding or newly in post.

Cllr. D Semley proposed approaching Dr Elizabeth Raymond who had previously expressed an interest in the position of clerk, on a three-month probation period. Cllr. Richard Brown declared a personal interest and abstained from the discussion regarding remuneration for the position of Parish Clerk.

RESOLVED that Parish Clerk remuneration would commence at £11.50 HR, increasing after undertaking LALC training (May 2022) to £12.00 HR. Successful completion of the Certificate in Local Council Administration (CiLCA) would entitle a remuneration increase to £13.00 HR.

RESOLVED that Council would pay for membership of SLCC and LALC training courses as required.

Closed session finished and Dr Elizabeth Raymond was invited to discuss the role and responsibilities of Corringham Parish Council Clerk. Dr Raymond accepted the position subject to Contract, Terms & Conditions as per the SLCC Model Contract of Employment and Job Description.

RESOLVED to draw up and issue contract of employment and job description for the position of Corringham Parish Council Clerk. **[ACTION: Cllr. D Semley]**

14. NEXT MEETING Tuesday 4th January 2022 at 7.30 pm. Corringham Village Hall

MEETING CLOSURE: Meeting closed 8.45 pm.