

Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting January 3rd 2023

Minutes of an ordinary meeting of Corringham Parish Council, held on Tuesday 3rd January 2023 at 7.15 pm at Corringham Village Hall

Present: Parish Councillors: D. Semley (Chair), S Blades, M. Parr

7.15pm – Public Forum: Police Liaison Officer in attendance – Nothing to report specific to Corringham but gave a brief outline of work that is taking place with reference to drug crime and hare coursing in the area. Was aware of fly tipped remains of cannabis grow on Mill Lane.

Also informed us that there has not been a requirement for PCSOs to attend Parish Council meetings for some time as all the information is available online. However they will continue to attend in person when work load and shift pattern allows.

Item

1. **CHAIRMAN’S REMARKS** Meeting was opened by Chair Cllr. Semley who welcomed all to the meeting, wished all present a Happy New Year, and advised Standing Orders were in place.
She also advised that Councillor Smith has tendered her resignation from the Council.
2. **APOLOGIES FOR ABSENCE** – Cllr Stanser
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. **MINUTES** - To consider and resolve to accept as a true and accurate record
RESOLVED - That Minutes of the Ordinary Meeting held Tuesday 6th December 2022 were approved and signed as a correct record.
5. **BUSINESS MATTERS FOR CONSIDERATION** -
 - a. Ecology Project Proposal.
Councillor Semley is still pursuing this project the Zero Carbon Project at LCC but had nothing further to report as no communications have been forthcoming over the Christmas period. Information received re grants from the FCC Community Action Fund is to be investigated. **[ACTION - Cllr SEMLEY]**
 - b. Information on noticeboard now received. To be ordered when weather improves, so it can be concreted in place, as there is nowhere to store it in the short term. Cllr Semley to contact the supplier re lead time, specifications and cost. **[ACTION - Cllr SEMLEY]**
 - c. Signage – Information now received. To be ordered. **[ACTION - Cllr SEMLEY]**
 - d. Signage – Information now received. To be ordered. **[ACTION - Cllr SEMLEY]**

Corringham Parish Council – Ordinary Meeting on Tuesday 3rd January 2023. Minutes approved as a true and accurate record and signed as so by the Chair presiding...**Diane Semley**

Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting January 3rd 2023

- e. Newsletter – Pending amendments - To be circulated later in the week for final signoff.
[ACTION - Cllr SEMLEY]
- f. PC Telephone – deferred to next meeting pending further information.
- g. Website – Initial discussion have been had with website administrator with a view to making the layout more user friendly. Cllr Semley has viewed other sites the administrator is involved with and is liaising with him on how the Council would like to see it laid out. Items highlighted as missing from draft audit to be added. **RESOLVED – To go ahead with website update.**
- h. Draft internal audit – Cllr Semley met with the Internal Auditor, who is also a Clerk to five Councils, and in-depth discussion were held about all aspects of Corringham Parish Council’s working practices and documentation. The audit has highlighted areas for improvement but also highlighted areas where we are performing well. The aim is to ensure we address the areas for improvement and maintain the areas where we are performing well, so that the final audit later in the year will see a Council with more stringent protocols in place.

To this end the following actions were **RESOLVED** at this meeting:

- i. **To update bank mandate**
 - ii. **Adopt Scheme of Publication**
 - iii. **Adopt Internal Complaints Policy**
 - iv. **Adopt Abusive, Persistent and Vexatious Policy**
 - v. **Adopt Scheme of Delegation**
 - vi. **To approach LCC re charges for rates for Cemetery.**
 - vii. **To prepare list of spends over £100 for addition to website**
- i. Standing Orders - reviewed and updated in line with recommendations from Internal Auditor.

Further actions from the audit to be addressed at the next meeting.

6. COUNCILLOR TRAINING

Cllr Semley to attend VAT for Councillors training in January

7. PLANNING MATTERS

Nothing received

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

- a. RFO Report approved as presented
Payment approved for Village Hall for hire of hall in December
Accounts reconciled to end of December.
- b. Final precept request signed off. To be sent to WLDC by 27th January

9. CORRESPONDENCE

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Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting January 3rd 2023

- a. Public apology was prepared in response to letter of complaint discussed at December meeting, and at the request of the complainant. This to be sent to the complainant and posted on the Parish Website and Noticeboards.

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

Further correspondence received re budget for 2023/24. As this had already been addressed by the council. **RESOLVED – To note comments.**

All present expressed their sadness at the resignation of Cllr Smith and wished her well.

RESOLVED – To write to Cllr Smith thanking her for her services to the Council

Cllr Parr agreed to receive bench parts

For next agenda:

- a. Review of outstanding Policies & Schedules highlighted in internal audit
- b. Update of GDPR policy
- c. Bank payment approval form required
- d. To set date for Annual Parish Meeting

11. DATE OF NEXT MEETING – To resolve to note the date of the next Ordinary Parish Council meeting **Tuesday 7th February 2023 – 7.15pm – Venue: Corringham Village Hall**

Meeting Closed: 8.48pm