

Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting February 7th 2023

Minutes of an Ordinary meeting of Corringham Parish Council, held on Tuesday 7th February 2023 at 7.15 pm at Corringham Village Hall

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

7.15pm – Public Forum:

Member of public attended and asked that we ask the grass cutting contractors to leave the areas on High Street that have naturalised daffodils a little longer before cutting after they have flowered. We informed them that this had already been put in place along with other areas that were to be left for plants to mature before cutting. However we would remind the contractors of this before the start of the season.

District Councillor, Paul Howitt-Cowan was unable to attend however a report was received from himself prior to the meeting.

Item

1. **CHAIRMAN'S REMARKS** Meeting was opened by Chair Cllr. Semley who welcomed all to the meeting and expressed her disappointment at Councillor Stanser's resignation from the Council. She did however understand his reasons for the resignation and expressed her frustration at the events that have lead up to his decision. She did sympathise with the sentiments addressed in his letter of resignation.
Cllr. Semley informed the remaining council members that the Council is now only just quorate and it was imperative that new Councillors be sought. If the Council cannot convene a quorate meeting then no business can take place including the payment of invoices, fulfilment of services and burials.
In view of this Cllr. Semley felt that the Council needed to concentrate on it's core activities for the time being and postpone any bigger projects until the workload could be shared.
It is hoped that the community will rally and new persons come onto the Council to help spread the workload.
2. **APOLOGIES FOR ABSENCE** – None
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 in relation to agenda items
4. **MINUTES** - To consider and resolve to accept as a true and accurate record
RESOLVED - That Minutes of the Ordinary Meeting held Tuesday 3rd January 2023 were approved and signed as a correct record.
 - a. Ecology project - It was agreed that the tree works and some of the ground works in the Cemetery be progressed, but the pond work will be put on hold until after the elections in May when it will be reviewed.
 - b. Signage for Recreation ground - To be ordered this week

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Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting February 7th 2023

- c. Pond safety equipment – Fixing/mounting for safety equipment being investigated. Will be ordered as soon as suitable is sourced.
- d. Cemetery Noticeboard – Cllr Semley to begin order process for delivery in March when warmer ground conditions will allow installation.
- e. Ashwin update – Still awaiting information from Solicitors. He has been off ill. Cllr. Semley to chase up.

5. BUSINESS MATTERS FOR CONSIDERATION -

- a. Newsletter – Cllr Semley apologised that due to workload she has been unable to finish the work on the newsletter. A discussion was had as to what content the Council would like to see. Cllr. Semley to progress the project.
- b. PC telephone - Cllr Semley has sourced a phone and an account is to be set up.
- c. Website - The website has been restructured and all legal requirements have now been observed. The website is now easier to navigate and has some additional key links to other websites and useful information. There is still work to be done but a good start has been made.
- d. Meeting dates for 2023 – Dates for the AGM in May and the Annual Parish Meeting were discussed. As it is an election year the dates of meetings are subject to time constraints. Cllr. Semley to investigate and report to Council.

6. COUNCILLOR TRAINING

Cllr Semley attended VAT for Councillors training in January and is currently compiling a list of invoices and VAT registration numbers prior to submitting a VAT claim for 2021-22 and 2022-23 financial years.

7. PLANNING MATTERS

Planning application for dwellings covered under the Gainsborough Urban extension received. Not in Corringham Parish but on the border. Circulated prior to meeting and no comments made.

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

- a. RFO Report approved as presented
Payments as listed in report approved for payment
Accounts reconciled to end of January.
- b. Discussion was had over merits of changing banks in view of HSBC closure in Gainsborough. As most payments received or remitted are done via internet banking and cheques could be paid in at the Post office it was considered unnecessary. Mandate update had been rejected as bank would not accept minutes as showing decision to update had been made.
- c. The council agreed to update the bank mandate to removed ex Councillors and officials and give Cllr. Parr and Cllr. Blades access to internet banking.

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Minutes of Ordinary Meeting February 7th 2023

- d. Cllr. Semley has been in touch with LCC re cemetery rates. They passed her onto the Valuation Office who referred her back to LCC. Cllr. Semley contacted them again but has, to date, not received any further reply. Cllr. Semley to chase.

9. CORRESPONDENCE

- a. E-mails had been circulated prior to meeting for information only. No actions arising.

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

For next agenda:

- a. Update of GDPR policy
- b. Update of Financial Committee – members and terms of reference
- c. Bank payment approval form required
- d. To set date for Annual Parish Meeting
- e. Elections

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

Meeting Closed: 8.12pm