

Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting March 7th 2023

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

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

7.15pm – Public Forum:

No members of the public present and no reports from outside agencies received.

Item

1. CHAIRMAN'S REMARKS

Meeting was opening by Cllr. Semley who welcomed all to the meeting.

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 and discuss matters arising

RESOLVED - That Minutes of the Ordinary Meeting held Tuesday 7th February 2023 were approved and signed as a correct record.

- a. Signage for Recreation ground – Cllr. Semley was unsure as to what signage was required. Agreed 'No Dogs' sign was needed for East lane entrance. Cllr. Semley to source.
- b. Pond safety equipment – Equipment now with Cllr. Semley – Position to be agreed. Awaiting warmer ground conditions before installation. New 'No swimming' and 'Danger' signs also now with us awaiting installation.
- c. Cemetery Noticeboard – has now arrived. Decision required on position. In view of current weather conditions it was agreed to await warmer ground temperatures before installation.
- d. Ashwin update – Still unable to access bank account but payment for land rental for 2021-22 has now been made directly into bank.
Cllr. Semley has had a meeting with the solicitor who is pursuing leads as to potential whereabouts of past documentation relating to the charity.
- e. Newsletter – Ongoing.
- f. PC Telephone – Cllr Semley has not had the opportunity to progress this further but hope to do so in her break at the end of March.

Corringham Parish Council – Ordinary Meeting on Tuesday 7th March 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 March 7th 2023

- g. Meeting dates for 2023 – All dates agreed. The Annual General Meeting of the Council to held on the 9th May in line with election requirements, and the Parish Meeting date set as May 16th.

5. BUSINESS MATTERS FOR CONSIDERATION -

- a. To review and amend Terms of reference for Finance Committee – **It was resolved to accept the amended terms of reference for the Finance Committee and appoint Cllr. Blades and Cllr. Parr to the committee in place of the councillors who had resigned.**
- b. To review and adopt new Privacy & Data Protection Policy – **It was resolved to accept the new Privacy & Data Protection Policy**
- c. To review and adopt Internal Controls Policy – **It was resolved to accept the new Internal Controls Policy**
- d. Grass cutting - **It was resolved that Heathers should continue with the grass cutting contract for the coming season.**
- e. Tree works – Tree works for the Cemetery are to be re-quoted with contract specifications sent to all contractors contacted to date who have shown an interest.
- f. Pond work – To be put on hold until Autumn and reviewed again at this time.
- g. Preparation for elections – Election forms were distributed and discussed and it was agreed that the Councillors present would get together to complete them.

6. PLANNING MATTERS

Planning application received for extension to house on Church Lane. No comments.

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

- a. RFO Report approved as presented
- b. Payments as listed in report approved for payment together with invoice from Village Hall for £24 - received after report was published.
Accounts reconciled to end of February.
- c. Cllr. Semley is still pursuing the issue of the Cemetery rates despite being passed around by several agencies. She is to speak to the Internal Auditor with reference to this as he has been successful in the past.
- d. Cllr. Semley advised the Council that she has now identified over £1000 of VAT from the last three years that needs to be claimed back. She is to seek advice from the internal Auditor, on making a claim, prior to end of financial year.
- e. Allotment rents are now due. Cllr. Semley to issue invoices.
- f. Cllr. Blades to check condition of assets on the asset register located around the Parish.

Corringham Parish Council – Ordinary Meeting on Tuesday 7th March 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 March 7th 2023

8. CORRESPONDENCE

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

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

Discussion had on potholes and reporting of. Cllr Semley showed the Council the link from the website which takes you to 'Fix My Street' where anyone can report potholes, non-working lights etc. Links to be highlighted in newsletter.

Complaints received re Buddleia bush overhanging path on Middle Street. Cllr. Semley to speak to the occupants.

Nuisance parking link to be added to website. Cllr. Blades to send through details.

For next agenda:

Allotment rents for 2024-25

10. **DATE OF NEXT MEETING** – To resolve to note the date of the next Ordinary Parish Council meeting **Tuesday 4th April 2023 – 7.15pm – Venue: Corringham Village Hall**

Meeting Closed: 8.17pm