

Corringham Parish Council & Burial Authority

Minutes of Ordinary Meeting December 5th 2023

Minutes of an Ordinary meeting of Corringham Parish Council, held on Tuesday 5th December 2023 at 7.15 pm at Corringham Village Hall

Present: Parish Councillors: D. Semley (Chair), S Blades, M. Parr, Cllr Johnson (Co-opted)

7.15pm – Public Forum:

No members of the public were present

Item

1. CHAIRMAN'S REMARKS

Meeting was opening by Cllr. Semley who welcomed all to the meeting including Mark Johnson, potential new Councillor, and advised Standing Orders & Nolan Principles were in place.

2. APOLOGIES FOR ABSENCE – Cllr Tipping – previous engagement – **It was RESOLVED to accept Cllr Tipping's apology for absence.**

3. CO-OPTION TO COUNCIL - Mark Johnson was co-opted to the Council, inline with co-option policy, and Declaration of acceptance of office and Declaration of Acceptance of Code of Conduct were signed by himself. Members interests to be completed. Cllr Johnson was welcomed to the meeting.

Cllr Tipping had previously signed Declaration of acceptance of office and Declaration of Acceptance of Code of Conduct and Members interests were completed.

4. DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION IN RELATION TO DISCLOSABLE PECUNIARY INTEREST – Cllr Parr - Allotments

5. 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 November 2023 were approved and signed as a correct record.

Matters arising

- a. Cllr. Semley has contacted WLDC again re dog bin issues, still no reply. Cllr. Semley to chase via Susan Norman at WLDC.
- b. Order for Defibrillator confirmed, WLDC indicated they will be in touch in due course.
- c. Cllr Semley ascertained cost for external audit for 24/25 would be c.£1,000.

6. BUSINESS MATTERS FOR CONSIDERATION

- a. Cemetery works – Some responses received re tree works in cemetery, Cllr Semley to chase after Christmas break.

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- b. Pond works - Some responses received Cllr Semley to chase after Christmas break. Cllr Semley to contact LCC ecology department re information and possible funding for pond works.
- c. Civility & Respect pledge: **RESOLVED** to Appended to next meeting pending further information and consideration.
- d. 2023-24 grass cutting contract – it was **RESOLVED** to award Heathers Property Services the grass cutting and hedge maintenance contract for the 2024-25 grass cutting season with some small additions to the previous schedule of works.
- e. Ashwin Charity update – Annual return is late due to issues accessing the Charity Commission filing system. Cllr Semley to pursue. In view of lack of information being forthcoming from the Church and the requirement from the bank it was **RESOLVED** that the matter of the governance document be pursued through the solicitors.

Cllr Semley established that the email address on the church website was not manned and as such they had not received the correspondence from the PC with regard to documents held by the Church pertaining to the Ashwin Charity. Advised to write to the Church Warden directly re documentation held for the Ashwin Charity.

Cllr Semley has written to the Church Warden re documents relating to the Ashwin Charity. To date no reply received. Council **RESOLVED** to write to the Vicar concerning this matter.

- f. Churchyard trees - Cllr Semley established that the email address on the church website was not manned and as such they had not received the correspondence from the PC regarding the overhanging trees. Advised to write to the Church Warden directly.

Reply received from the Church Warden re the overhanging trees – The PC is at liberty to remove the overhanging branches as long as they are returned to the church yard. Cllr Semley has written back asking that the PCC consider the matter further and agree to address the overhanging branches in deference to the sensitive nature of the cemetery.

Council **RESOLVED** to write to the Vicar concerning this matter.

- g. Allotments – It was **RESOLVED** to maintain the allotment rents at the current rates for another year.
- h. Audit 2023-24 – Cllr Semley has received notification of appointment of internal auditor by LALC. Awaiting date and time.

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

- a. RFO Report

RFO Report 30/11/2023

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 30 th November 2023	Current Account = £3,374.08 BMM (Reserve) Account = £20,918.81 Total = £24,292.89	

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		Bank reconciled to 31/11/2023	
2.	Bank activity	Bank charges November 2023 = £8.00 Interest on reserve account November 2023 = £39.35	
3.	Paid invoices & expenses	Heathers Property Services – Grass Cutting - October - £730.00 Village Hall – Room hire - £26.00	
4.	Outstanding invoices & expenses	None currently	
7.	Income received	None	
8.	Income outstanding	None	
9.	VAT	To date - £132.11	
10.	Precept 2024-25	Precept estimate submitted to WLDC - £15,000	

It was **RESOLVED** to accept RFO report for November 2023 as presented.

- b. Precept update request – Initial Precept request has been submitted to WLDC. Final submission to be by signed off by 24th January 2024.
- c. Approve Payments - All invoices for payment were listed on payment approval form. It was **RESOLVED** to approve all for payment.

8. PLANNING MATTERS

- a. Cllrs. attend the Thonock consultation on potential development on North side of High Street. Individual comments were made although the consultation was found to be lacking in substance and information. The PC has requested further information.

9. CORRESPONDENCE

- a. E-mails had been circulated prior to meeting for information only.

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

- a. The road sign at junction of Pilham Lane and Corringham Road is missing. The 'Give Way' sign is also hard to see from a distance due to obstruction. LCC to be contacted.
- b. War
- c.
- d. ning signs at the junction of Mill Mere Road and Blyton Road required. LCC to be contacted.

11. **DATE OF NEXT MEETING** – To resolve to note the next Ordinary Meeting of the Parish Council will be on **Tuesday 2nd January 2023 – 7.15pm – Venue: Corringham Village Hall**

Meeting Closed: 20.35

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