

Corringham Parish Council

Minutes of Ordinary Meeting February 6th 2024

Minutes of an Ordinary meeting of Corringham Parish Council, held on Tuesday 6th February 2024 at 7.15 pm at Corringham Village Hall

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

7.15pm – Public Forum: No members of the public were present

Item

11. **CHAIRMAN’S WELCOME** – Meeting was opening by Cllr. Semley who wished everyone a good evening and thanked all for turning out. She commented that it was good to see the council growing in numbers and hope it could become more effective over the coming year.

The chair advised Standing Orders & Nolan Principles were in place.

12. **APOLOGIES FOR ABSENCE** - None

13. **DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** – Cllr. Parr – Allotments

14. **MINUTES** - To consider and resolve to approve the Minutes of the Ordinary Meeting held Tuesday 2nd January 2024 and address matters arising.

RESOLVED - That Minutes of the Ordinary Meeting held Tuesday 2nd January 2024 were approved and signed as a correct record.

The offer of fire extinguishers to the Village Hall had been rejected. It was **RESOLVED** – To sell the said extinguishers rather than they go to waste.

15. **BUSINESS MATTERS FOR CONSIDERATION** – To consider and review:

- a. Defibrillator update – Cllr. Semley informed the Council that WLDC had attended a site visit prior to the installation of the defibrillator and that it was to be installed on Friday 9th February.
- b. Allotments – A discussion took place in response to an email from Thonock Estates with reference to finding a new allotment site and increase in rents. It was noted that the current allotment site has been used as such for over 50 years and was never intended as garden allotments. It was also noted that the value of the rent increase inline with RPI was incorrect and that we have, in the past, been invoiced a year in arrears and as such we do not currently owe two years rent.

It was **RESOLVED** to write to Thonock outlining our position and requesting an updated invoice.
It was also **RESOLVED** to update the contracts to existing allotment holders.
- c. Audit 2023-24 – The Council received the recommendations from the internal audit which were minor. It was **RESOLVED** that the council adopt recommendations as essential or appropriate.
- d. Tree works – Cllr. Semley to action – awaiting information
- e. Pond works – Cllr. Semley to action – awaiting information
- f. LALC membership & Training scheme 2024/25 – Cllr. Semley distributed the current training list from LALC. It was **RESOLVED** to continue as a member of LALC and the training scheme in 2024-25.

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- g. Newsletter – Discussion was had over proposed content. Councillors to feed any stories into Cllr Semley for collation. It was **RESOLVED** to issue an up-to-date newsletter.
- h. Burial authority update – The Council was updated on the burial authority. Invoices to be sent out for over £600 of burials and memorials.
- i. Recruitment of new councillors – Councillors were asked to address the issue of new councillors. Information on becoming a councillor and the working of the Parish Council to be added to newsletter. Role to be promoted through website, noticeboards, newsletter and Facebook.
- j. Recruitment of Clerk - It was **RESOLVED** to advertise for a Clerk for the Parish Council. Adverts to be placed through LALC, NALC, on the parish noticeboards, in the newsletter and on Social Media.

Cllr. Semley to send job specification, job description and contract of employment to all councillors for their consideration.

Cllr. Semley cautioned the Council that currently there are 13 other councils currently advertising for a Clerk on the LALC website, this includes Hemswell Cliff.

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

- a. RFO report – Bank statements and bank reconciliation were presented to the Council.

31/01/2023

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 31st January 2024	Current Account = £3,306.08 BMM (Reserve) Account = £20,987.15 Total = £24,293.23 Bank reconciled to 28/01/2024	
2.	Bank activity	Bank charges January 2024 = £8.00 Interest on reserve account January 2024 = £34.49	
3.	Paid invoices & expenses	Village Hall – Room hire December 2023 - £26.00	
4.	Outstanding invoices & expenses	None currently	
7.	Income received	None	
8.	Income outstanding	None	
9.	VAT	To date - £132.11	

It was **RESOLVED** to accept the RFO report and bank consolidation as being true and accurate.

- b. Payments were **APPROVED** for the following:

Village Hall – Room hire January 2024 - £26.00

LALC – Membership fee 2024-25 - £174.16

LALC – Training scheme 2024-25 – 132.00 (including £22 VAT)

17. PLANNING MATTERS – Planning application 147789 (Land to the North of High Street, bordering Corner farm) was discussed at great length and observations were made as to the lack of ecology report, layout, building design, treatment of trees and hedgerows, boundary treatments, wastewater treatment and sustainable drainage of the site.

In principle the Council welcome the development of this site as it had been identified as a development site in the Neighbourhood plan process. However it was felt that little reference had

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been made to the Corringham Neighbourhood Plan and the associated character assessments. This aspect is the gateway to Corringham from the east, and the appearance needs to be consistent with the rural setting of the village.

In view of this it was **RESOLVED** to write to WLDC planning department expressing the Councils concerns.

18. **CORRESPONDENCE** – Correspondence had been received with regard to the tap in the churchyard, which is dripping, and a request that the parish Council have it repaired. The Parish Council did not feel they were in a position to commission or take the liability for any works on any assets owned by or on church property. However it was **RESOLVED** that the council would pay for the repairs to the tap, through the council's grant fund policy, on the submission of relevant quotes.
19. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**
 - Position of noticeboard in Aisby.
 - Parish Council Facebook page – Cllr. Johnson to investigate together with Cllr. Semley.
20. **DATE OF NEXT MEETING** – To resolve the note the date of the next Ordinary meeting as **Tuesday 5th March 2024**
1. **DATE OF NEXT MEETING** – To resolve to note the next Ordinary Meeting of the Parish Council will be on **Tuesday 5th March 2024 – 7.15pm – Venue: Corringham Village Hall**

Meeting Closed: 20.52