

# Corringham Parish Council

## Minutes of Ordinary Meeting March 5th 2024

Minutes of an Ordinary meeting of Corringham Parish Council, held on Tuesday 5<sup>th</sup> March 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

**21. CHAIRMAN’S WELCOME** – Meeting was opening by Cllr. Semley who wished everyone a good evening and thanked all for attending.

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

**22. APOLOGIES FOR ABSENCE** - None

**23. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** – None in relation to the agenda.

**24. MINUTES** - To consider and resolve to approve the Minutes of the Ordinary Meeting held Tuesday 6<sup>th</sup> February 2024 and address matters arising.

**RESOLVED** - That Minutes of the Ordinary Meeting held Tuesday 6<sup>th</sup> February 2024 were approved and signed as a correct record.

### Matters arising

- a. Defibrillator now installed and invoice received
- b. Letter sent to Thonock re allotments – no reply or amended invoice received to date.

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

- a. **William Ashwin Charity Update** – Cllr. Semley updated the council on the meeting of the Trustees where it was agreed to move forward with legal proceedings to resolve the issues with the administration of the charity’s bank account.
- b. **Tree works** – Three quotes had been received;
  - Urban Arborists - £1,140 including VAT
  - Lincolnshire Tree Services Ltd - £900 including VAT
  - Hilltop Tree services - £900 including VAT

It was **RESOLVED** to accept the quote from Hilltop Tree Services due to their competitive pricing and site visit.

- c. **Pond works** – Cllr. Semley reported back to the Council that she had met with John Hewitt to discuss what actions needed to be taken to undertake renovation of the pond. Mr Hewitt was very informative and offered much needed and valuable advice. As the water level in the pond is currently quite high he advised that the works be undertaken later in then year once the water level had dropped.

Mr Hewitt was concerned as to where we would dispose of the silt removed. Cllr Parr agreed to talk with Mr Hewitt and come to an arrangement for disposal of any arisings.

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The project needs careful planning and timings are key.

It was **RESOLVED** to ask Mr Hewitt to give an estimate of costs so that the Council can consider the budget and seek alternative funding if required.

- d. **Grass cutting** – Cllr Semley informed the Council that she had requested Heathers to begin the grass cutting contract ASAP as the grass was already in need of a cut. The budget was reviewed and it was noted that there was sufficient funds to cover an extension to the cutting season.
- e. **Newsletter** – It was **RESOLVED** that Cllr. Semley begin putting together a newsletter. The option to include paid advertising was presented. This to be given more thought by councillors.
- f. **Recruitment of new councillors** – It was **RESOLVED** that Cllr. Johnson put a post on the Facebook page with reference to new councillors.

It was **RESOLVED** to amend the website article on new Councillors to make it more reader friendly.

It was **RESOLVED** to include a piece on becoming a councillor in the newsletter and on the noticeboards.

- g. **Clerk: Salary & recruitment campaign** - It was **RESOLVED** to advertise for a Clerk for the Parish Council on the LALC and NALC website, in the newsletter, on the noticeboards and to add a post on the Facebook page.

It was **RESOLVED** that the position be part time for 16 hours per month, this included attendance at council meetings. It was **RESOLVED** any training required would be offered and paid for by the Council.

It was **RESOLVED** that the salary offered to a new Clerk be commensurate with the Local Government Services Pay Agreement (issued November 2023). Levels LC1 (7-12) and (13-17).

The final remuneration would be inline with experience and qualifications.

- h. **Information request from Valuation Office** – The Council has received a request from the Valuation Office Agency for information pertaining to the size, usage and predicted usage of Corringham Cemetery. Cllr. Semley to complete the form and return.

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

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

#### RFO Report 29/02/2024

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 29 <sup>th</sup> February 2024	Current Account = <b>£2,965.92</b> BMM (Reserve) Account = <b>£21,021.73</b> Total = <b>£23,987.65</b> <b>Bank reconciled to 29/02/2024</b>	
2.	Bank activity	Bank charges January 2024 = <b>£8.00</b> Interest on reserve account February 2024 = <b>£34.58</b>	
3.	Paid invoices & expenses	Village Hall – Room hire January 2024 - <b>£26.00</b> LALC – Training Scheme 2024-25 = <b>£132</b> LALC – Membership 2024-25 = <b>174.16 (£32.08 VAT)</b>	
4.	Outstanding invoices & expenses	LALC – Internal Audit 2023-24 = <b>£216 (VAT £36)</b> WLDC – Defibrillator = <b>£400</b>	

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7.	Income received	None	
8.	Income outstanding	None	
9.	VAT	To date - <b>£164.19</b>	VAT Claim to be submitted

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 February 2024 - £26.00

LALC – Internal Audit 2023-24 - £216 (including (£36 VAT)

WLDC – Defibrillator - £400

**27. PLANNING MATTERS** – None

**28. CORRESPONDENCE** – Correspondence had been received re funding for trees. It was too late to apply for funding in this round of applications as there was insufficient time to source relevant trees, obtain prices, complete the application and get it agreed in Council. Cllr. Semley had written to the funding body expressing interest in any future round of funds. In the meanwhile it was **RESOLVED** that the Council work up proposals for future funding opportunities.

**29. ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**

Aisby Village signs – The signs for Aisby village have been removed. The Council expressed their dismay at this as replacing them will be a cost to the Council Tax Payer. Cllr. Johnson to place a post on Facebook page re this issue. Cllr. Semley to add it to Fix-my-street.

Cllr Johnson to add a post to Facebook with a link to Fix-My- Street for others to add information about potholes, street lights etc.

Cllr. Johnson enquired as to the nature of the relationship between the Parish Council, Church and Village Hall. The Chair acknowledged it was not an agreeable relationship and that she would like things to change. Cllr. Johnson agreed to investigate further to see if there was an opportunity to resolve the issues.

**30. DATE OF NEXT MEETING** – To resolve the note the date of the next Ordinary meeting as **Tuesday 2<sup>nd</sup> April 2024**

**Meeting Closed: 20.49**

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