

# Corringham Parish Council

## Minutes of the Ordinary Meeting of the Parish Council May 6th 2025, 7.15 pm Corringham Village Hall

### Present:

**Parish Councillors:** D Semley, J Tipping, M Parr, S Bibb (part), M Johnson, S Blades

**7.15pm – Public Forum:** Representatives from Corringham and Aisby Community Group (CACG) were in attendance

### Item:

- 31. ELECTION OF CHAIR** - Cllr. Semley left the room in order for the Council to be able to speak freely. The Council **RESOLVED** to invited Cllr. Semley to become Chairman for the coming year. Cllr. Semley accepted the position.
- 32. ELECTION OF VICE-CHAIR** – Cllr. Blades was offered the position of Vice-chairman and duly accepted
- 33. CHAIRMAN’S WELCOME** - Cllr. Semley welcomed all to the meeting and thanked Councillors for electing her to the position of Chairman for a further year.
- 34. APOLOGIES FOR ABSENCE** - Cllr Craven
- 35. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** – Cllr. Parr - Allotments
- 36. MINUTES & MATTERS ARISING**
  - i. It was **RESOLVED** to accept the minutes from the meeting on April 8<sup>th</sup>, 2025 as a true and accurate record.
  - ii. Pond works, next steps – Cllr. Semley reported that we have received a Community Wildlife Grant of £500 from LLC for the purchase of plants for the pond area. It was **RESOLVED** to purchase some red cloved seeds as a start to the replanting of the banks.  
Further discussion re the pond appended to next meeting
- 37. BUSINESS MATTERS FOR CONSIDERATION** – To consider and review:
  - i. **Clerk Updates** -

**County Councillor** - Cllr. Semley informed the meeting she had contacted the new County Councillor to make introductions. It was **RESOLVED** to send a message of congratulations together with an invitation to the Annual Meeting of the Parish together with a copy of our latest newsletter.

**Annual Meeting Invites** - It was also **RESOLVED** to invite the current Rural Dean of Corringham to the Annual Parish Meeting.

District Councillor, Village Hall, CACG and school have also been invited to attend.

**Playing Field** - Cllr. Semley informed the Council that she had spoken to the School re the closure of the gate to the playing field and had also spoken to them with regard to any contacts they may have at LCC.

**Newsletter** - Cllr. Semley informed the Council that nearly all the newsletters were now delivered and positive feedback had been received. A copy is available on the website and one will be posted on the noticeboard.
  - ii. **CACG Funding Request** – The Council had put questions to the CACG regarding their request for funding. Members of the CACG attended and responded to the questions. A discussion was had then the CACG members left the meeting in order for the Council to consider their decision. In view of monies saved on dredging of the pond which had been held in reserve it was **RESOLVED** to release

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£2,500 from the earmarked reserve and transfer to the main budget. Monies allocated to Community events would remain in the budget. The Council **RESOLVED** to award a grant £2,500 to CACG towards the running of a community event.

### iii. Amendments to Standing Orders and Financial Regulations -

The documents had been circulated prior to the meeting and had been amended in line with NALC recommendations. The Financial Regulations had been re-issued in line with The Procurement Act 2023 and The Procurement Regulation 2024, which came into force February 2025.

It was **RESOLVED** to accept the amendments to the Standing Orders.

It was **RESOLVED** to accept the reissued and revised version of the Financial Regulations

### iv. Review of relevant Council Policies, Procedures and Practices in respect of its obligations under the Freedom of Information and Data Protection Legislation:

**Burial Policy – Review of Fees** – A comparison of fees for local cemeteries was presented to the Council for discussion. It was **RESOLVED** to increase the Full Interment fee from £220 to £245, the Exclusive Rights Fee (single) from £200 to £220, £400 to £440 (double) for residents of the Parish. Ashes interment and exclusive rights to remain as current. Non resident fees to be double of the resident fees.

The following policies were reviewed and it was **RESOLVED** to accept them as current:

**Abusive, Persistent or Vexatious policy**

**Code of Conduct**

**Co-option Policy**

**Complaints Policy**

**Internal Controls System**

**Lost Child and Vulnerable Person Policy**

**Privacy and Data Protections Policy**

**New Policies** – It was **RESOLVED** to create two new policies – Reserves Policy and IT Policy.

### v. Allotments – After much discussion it was **RESOLVED** to increase the rental for the allotments by £3.50 per year in line with GDPR. New rents for 2026-2027 will be £73.50 and £63.50 per allotment.

### vi. Review of representation on or work with external bodies and arrangements for reporting back. – It was **RESOLVED** to continue to send representatives to CACG meetings when invited.

It was **RESOLVED** to request the date of the AGM of the Village Hall in case any members were available to attend.

### vii. Review of inventory of land and other assets including buildings and office equipment. – It was confirmed that all land belonging to the Parish Council is now registered at Land Registry.

It was **RESOLVED** to accept the updated asset register and amendments.

### viii. Confirmation of arrangements for insurance cover in respect of all insurable risks – It was **RESOLVED** to accept insurance quote from Zurich Insurance.

### ix. Review of the Council's and/or staff subscriptions to other bodies.- It was **RESOLVED** to renew subscriptions to:

- a. LALC Website administration scheme
- b. LALC Training scheme

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- c. LALC internal audit scheme
- d. LALC subscription

It was **RESOLVED** to pay for SLCC subscription for any new Clerk appointed.

- x. **Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council** – A list of dates was presented and it was **RESOLVED** to accept them as the dates for meetings up until AGM of May 2026. To be published on website and posted on noticeboard.
- xi. i. **Review of existing committees and their Terms of Reference.** –
  - a. **Finance committee -review and membership** - It was **RESOLVED** to make no amendments to existing Terms of Reference  
All council members expressed an interest in standing on the Finance Committee.  
**RESOLVED** to accept all members.

- xii. **Results of green lane/quiet lane Facebook consultation** – Appended to next meeting for further discussion.

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

- i. **RFO report for April 2025** was presented. It was **RESOLVED** to approve as a true and accurate record.

#### RFO Report April 2025:

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 29 <sup>th</sup> April 2025	Current Account = <b>£1,966.42</b> BMM (Reserve) Account = <b>£43,735.35</b> Total = <b>£45,701.77</b> <b>Bank reconciled to 29<sup>th</sup> April 2025</b>	
2.	Bank activity	Bank charges April 2025 = <b>£10.00</b> Interest on reserve account April 2025 = <b>£59.50</b>	
3.	Paid invoices & expenses	Village Hall – Room hire (February) - <b>£26</b>	
4.	Income	Allotment Rents - <b>£140.00</b>	
5.	Payments awaiting approval	Hewitt Plant Hire – Pond Works - <b>£1,320 (£220 VAT)</b>	
6.	Payments expected	Heather Property Services – Grass cutting Village Hall	
7.	VAT	Claim for 2024-25 fiscal year submitted for <b>£306.79</b> Total VAT for 2023/24 & 2024/25 = <b>£506.98</b>	VAT claim for 2023- 24 has not been paid DS to chase
8.	AGAR	AGAR documents ready to be signed	
9.	Grant Funding	<b>£500</b> grant secured from Lincolnshire Wildlife Fund for plants for pond area.	
10.	Reserve Register	Now on website	

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- ii. **Payments** - The Following additional invoices were received after the RFO report had been prepared. It was **RESOLVED** to agree payment of those listed on RFO report and those listed below:

Heather Property Servies – Grass Cutting, March & April - £1,105

Village Hall – Room Rental - £26

Langham Print – Newsletter printing - £149

- iii. **AGAR, Internal Audit & Notice of the period for the exercise of public rights** and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

– Cllr Semley informed the Council that the Internal Audit is underway and all AGAR documents have been sent to the auditor.

Cllr. Semley stood down as Chair for the signing of the AGAR documents to allow her to sign as RFO and Clerk. Cllr. Blades took the Chair.

Cllr. Semley took the Council through the AGAR documents. It was **RESOLVED** to accept the AGAR documents as a true and accurate record and to sign accordingly. AGAR documents were duly signed. As the Audit is not complete the Exercise of Public Rights period was not set.

### 39. **PLANNING MATTERS** – No planning applications to review.

40. **CORRESPONDENCE** – Correspondence had been received from the Captain of the Belltower re monies for repairs to bell ropes. It was **RESOLVED** that the council would, in principle, support such a request. There were, however, issues to be resolved around the procedures. It was **RESOLVED** that Cllr. Semley would speak to the Bell Tower captain face to face to reach an agreement.

Reply had been received from Village Hall regarding keys for the Parish Council. The Council are not to be allowed a set of keys.

### 41. **ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING**

Apropos the latest accident at the junction of Pilham Lane and the A631 and feedback from emergency services it was **RESOLVED** that Cllr. Semley would contact LCC Highways and Lincolnshire Road Safety Partnership with the Council's concerns.

42. **DATE OF NEXT MEETING** – It was **RESOLVED** that the date for the next meeting of the Parish Council, which will be the **Tuesday 10<sup>th</sup> June 2025 at 7.15 pm.**

**Annual Parish Meeting** to be held on Tuesday 20<sup>th</sup> May at 7.00 pm in Corringham Village Hall.

Meeting closed 21.07pm