

Corringham Parish Council

Minutes of the Ordinary Meeting of the Parish Council June 10th 2025, 7.15 pm Corringham Village Hall

Present:

Parish Councillors: D Semley, J Tipping, M Parr, S Bibb, M Johnson, S Blades, R Craven

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

Item:

43. CHAIRMAN’S WELCOME - Cllr. Semley welcomed all to the meeting and thanked all for attending.

44. APOLOGIES FOR ABSENCE - None

45. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS – None in relation to agenda items

46. MINUTES & MATTERS ARISING

- i. It was **RESOLVED** to accept the minutes from the Annual Meeting held on May 6th, 2025 as a true and accurate record.

47. BUSINESS MATTERS FOR CONSIDERATION – To consider and review:

i. Clerk updates

- a. Inland Revenue have contacted the council re VAT claim. They have supplied us with a claim number for future use. VAT claims for 2023/24 and 2024/25 are currently being actioned by them.
- b. Website currently being reviewed in line with comments made in internal audit. Accessibility statement to be reviewed.
- c. A parishioner has requested to see site of allotments. Cllr Parr details to be passed on so this can be arranged.

ii. Social Media and communications review

Discussion was had with CACG with reference to streamlining the Social Media communication within the Parish. It was **RESOLVED** to close down the ‘Around Corringham & Aisby’ group and signpost people to the Corringham and Aisby Community Group page. It was further **RESOLVED** that the Parish Council use their existing page to post information which could then be tagged in the Corringham and Aisby Community Group page as having been generated by the Council and not a specific individual.

Cllr. Johnson to action.

iii. Freedom of Information Request

The Council had received two Freedom of Information requests regarding communications between themselves, The District Councillor and WLDC. To comply with the Freedom of Information Act 2000 the requested information was released.

iv. Adoption of Reserve & Freedom of Information policies

Policies had been circulated prior to the meeting. It was **RESOLVED** to adopt the Reserve and Freedom of Information policies as presented.

Corringham Parish Council – Ordinary Meeting of the Council on Tuesday 10th June 2025

Minutes approved as a true and accurate record and signed as so by the Chair presiding...**Diane Semley**

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v. Internal Audit

The Internal Audit report had been circulated prior to the meeting. It was a favourable report in support of the Policies and procedures of the Council. The following recommendations were made by the auditor:

- a. Review Publication scheme on website to ensure items are available via the method stated.
- b. Review website accessibility statement - last reviewed Dec 2021
- c. Date of publication to be added to agendas to enable 3 day check.
- d. Add 'accepted by council' to minutes regarding apologies.
- e. Improve readability of minutes on website - spacing/highlighting.
- f. Add minute/meeting reference column to expenditure and income sheet, to enable tracking of payments to minutes.
- g. Allotments: council to prepare new agreements, review rates and keep record of renters.

It was **RESOLVED** to accept the above recommendations and action accordingly.

The following comments and observations were made by LALC re the audit:

- a. *On the website: Annual Parish Meeting section under May 2024 draft minutes it says:
Minutes of Annual Parish Meeting May 7th 2023
Minutes of the Annual Meeting of Corringham Parish Council, held on Tuesday 7th May 2024 at 7.15 pm at Corringham Village Hall – This was recorded in error – To be amended.*
- b. *Do they have a wreath each year? If so, this would be s.137 as there is no other power to use for this.
– The wreath was donated by the Chairman in 2024, so no cost incurred by the Council.*
- c. *Most councils would be registered with ICO. Have they done the ICO test to confirm whether they are exempt? We are registered with ICO and pay the appropriate fee each year. ICO certificate to be added to website.*
- d. *The fact they are currently without a clerk is a risk. Have they recognised this in their Risk Register?
– Yes it is recognised in the Risk Assessment. The Council are very aware of the risk associated with not having a Clerk.*
- e. *5 councillors listed on their website but 6 register of interests on WLDC website. – Website needs updating*
- f. *Even though they currently have no staff, they should have HMRC RTI, pension arrangements etc in place (for when they get a new clerk). – Cllr. Johnson to look into this.*
- g. *Just noted that May 2025 minutes details a councillor absence as due to 'personal issues'. Should not be putting personal information in the minutes. – Taken on board for future minutes*

vi. Pond works – next steps

This was deferred to next meeting to allow Cllr Semley to review further

Task force of volunteers required to clear undergrowth and plant new flora.

vii. Playing field updates

Cllr Bibb has arranged a meeting with LCC on site on 27th June to discuss the way forward.

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

RFO Report June 2025

ITEM	DESCRIPTION	COMMENT	ACTION
1.	Monies in bank as of 30 th May 2025	Current Account = £1,288.42 BMM (Reserve) Account = £40,091.42 Total = £41,379.84 Bank reconciled to 31st May 2025	
2.	Bank activity	Bank charges May 2025 = £10.00 Interest on reserve account May 2025 = £56.07	
3.	Paid invoices & expenses	Hewitt Plant Hire – Pond Works - £1,320 (£220 VAT) Village Hall – Room hire (March) - £26 Langham Print – Newsletter - £149 Heather Property Services – Grass cutting - £1,015.00 CACG – Part Grant fund – Community event - £1,858	
4.	Income	None	
5.	Payments awaiting approval	Village Hall – Room hire - AGM £26 Village Hall – Room hire - Parish Meeting - £26	
6.	Payments expected	Heather Property Services	
8.	AGAR	AGAR documents ready to be signed	

It was **RESOLVED** to accept the RFO report as presented.

- i. Payments were approved as follows:
Village Hall
Zurich Insurance
- ii. The Period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015 was set Tuesday 13th June 2025

49. PLANNING MATTERS – Planning application **WL/2025/00549** had been circulated prior to the meeting. Councillors had concerns about the size of the extension in relation to the site but did acknowledge the provision of off road parking as a good option.

The council shared the concerns expressed in a communication to WLDC from a resident in relation to the siting of the downstairs toilet.

As this building was designated a Non-Designate Heritage Asset in the Corringham Neighbourhood Plan the Council would like to see a complimentary build using sympathetic build materials in line with the policies in the Neighbourhood Plan.

It was **RESOLVED** to write to WLDC planning outlining the Councils concerns and asking that consideration be given to the recommendations in the Corringham Neighbourhood Plan.

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50. CORRESPONDENCE –

The council had noted Facebook posts regarding the state of the Cemetery. It was **RESOLVED** to approach CACG to set up an 'Ecology Task Force' to help undertake remedial works in the cemetery and pond areas.

Correspondence had also been received regarding dog mess around the Parish. Cllr. Semley had responded outlining measures we are taking to try and tackle this issue.

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

The footpath on the High Street is becoming overgrown and unusable for people with accessibility issues. It was **RESOLVED** to contact LCC the issue.

It has come to the attention of the council that the tap in the Churchyard has been removed. It was **RESOLVED** to write to the Church reminding them of our offer to pay for the repair/replacement of the said tap.

52. DATE OF NEXT MEETING – It was **RESOLVED** that the date for the next meeting of the Parish Council, which will be the **Tuesday 1st July 2025 at 7.15 pm.**

Meeting closed 21.07pm