

Minutes of the Covington Parish Meeting Annual Meeting held on Wednesday 17th April 2019 at 7.30 in the Village Hall

Present: Simon Luscombe (Chairman), Rex Bigger, Mo Brown, Michael Brown, Gill Holmes, Stephen Holmes, Linda Lockhart, Robert McLaren, Sarah Schofield, Polly Sewell, and Shirley Mathews (Clerk)

1. **Apologies for Absence** were received from Richard Brown, John Fells, Fiona McCullough, David Lockhart, Carole Ludford, Michael Mathews, Peter Sewell and Sue Sewell.
2. To **Elect the Chairman** of the Parish Meeting for the year April 2019 to April 2020
It was proposed by Stephen Holmes, seconded by Linda Lockhart and unanimously agreed that Simon Luscombe be elected Chairman
3. To Receive the **Chairman's declaration** of acceptance of office
and sign acceptance: Simon agreed to serve and signed the declaration
4. To **Appoint the Clerk, the proper Officer and the Responsible Finance Officer** to the Parish Meeting
It was proposed by Mo Brown seconded by Sarah Schofield and unanimously agreed that Shirley Mathews O.B.E be appointed
5. To **Appoint the Independent Internal Auditor**
It was proposed by Shirley Mathews seconded by Gdill Holmes and unanimously agreed that Mr Charles Paull be appointed
6. To **Appoint the Planning Committee**
Current members were Polly Sewell (4yrs), Warren Brown (3yrs), Peter Sewell (3yrs), Fiona McCullagh-Fells (3yrs), Sarah Schofield (2yrs) Rex Bigger (1yr) Linda Lockhart (1yr),
The 4yr rule determines that members should serve no longer than four years consecutively, this unfortunately means that Polly Sewell should retire from the committee for at least a year. Simon Williams has informed the Clerk that he is prepared to serve.
There being no other nominations
It was proposed by Sarah Schofield , seconded by Polly Sewell and agreed that Warren Brown, Peter Sewell, Fiona McCullagh-Fells, Sarah Schofield, Rex Bigger,Linda Lockhart, and Simon Williams be appointed
7. To **Appoint other Representatives/Officers** as the Meeting deems fit
 - a. Parish Representative to the Amenities Committee. Currently: Sarah Schofield,
 - b. Neighbourhood Watch Co-ordinator. Currently Michael Mathews
 - c. Tree Warden. Currently Mo Brown
 - d. Footpath Warden. Currently Carole LudfordAs they had all agreed to continue to serve it was proposed by Michael Brown, seconded by Stephen Holmes and unanimously agree they should be appointed.
The Chairman particularly thanked Polly Sewell for all her help during the four years she served as Chairman of the Planning Committee
8. To **Receive any declarations** of any personal or prejudicial or predetermined interest in any matter later on the Agenda. There were none.
9. To **Receive and consider the Minutes of a) the Parish Meeting held on 24th October 2018 and b) the Special meeting 24th January 2019**
These had been circulated on email and posted on the notice board

10. **To approve and sign the aforementioned Minutes**
Proposed by Sarah Schofield seconded by Polly Sewell and agreed the minutes should be signed as an accurate record
11. To consider **Matters Arising from the Minutes** of 24th October meeting
 - 4.6 Planning Sub-Committee New member - Rex Bigger had agreed to serve
 - 17.5 Drains –the clerk had reported by telephone and the department had agree to put the village drains on a list of annually required checks. Most of the drains had been cleared in the past few weeks.
 - 6.1 Footpaths – damaged bridge. Carole Ludford had drawn this to the attention of the Footpaths Officer as had Michael Brown. The repair was hopefully in this year’s Cambridgeshire County Council budget
 - 11.1 Bad smells -Slurry lagoon requiring planning permission. Polly Sewell had checked back on previous planning consents and confirmed that permission for a 24mtr by 24mtr slurry pool had been granted as part of a fuller planning application in 2013
 - 11.2 B645 – the clerk has reported this and an ‘acknowledgement’ email response had been received. However Michael Brown had met with the Highways Officer and raised the issue.
 - 4.17.2 First Aid Training - This had taken place on 24th November with 11 people attending. Two others would be attending another session later this year. As the village is required to maintain a team of trained first aiders in return for the free defibrillator it was felt the cost of this could be subsidised. It was proposed by Rex Bigger seconded by Polly Sewell and unanimously agreed to subsidise half the £40 per head cost – a total expenditure of £260.

b. 24th January Special meeting – No matters arising
12. To receive **Correspondence**
Throughout the year the Clerk forwards relevant email information as it is received
 1. **The Chairman** has received an email from Duncan Farrington in Hargrave drawing his attention to a possible diversion of the public right of way on the border between his land at Bottom Farm Hargrave and Fairy’s Lodge Farm, Covington owned by Simon Williams.
 2. Joanne Hull - search for land for small business
 3. A14 improvement notice was given that updates could be found on Highways England Facebook page, Twitter account or website
13. To receive Reports from:
 - a. Planning Committee – Polly Sewell reported on the meetings on 24th January to consider application for 3, Church Lane and 14th March for Meadow View. Both had been recommended for approval.
 - b. Amenities Committee – Sarah Schofield and Michael Brown reported that income was steady, the matting to improve parking on the lawn would be installed this Summer, new exterior signage had been purchased and Polly Sewell had been appointed a trustee.
 - c. Neighbourhood Watch – Michael Mathews had contacted the Safer Neighbourhood Team, our Officer is PCSO Richard Braddick who informed Michael he covers 33 villages including Covington and also St Neots.A

d. Tree Warden – Mo Brown was always available for advice. However there was no longer a support system at Huntingdon or County level

e. Footpath Warden – Carole Ludford had submitted a written report.

14. To consider **Resolutions and/or Recommendations** notified to the Parish Clerk
None had been received

15. To receive and approve the **Parish Annual Accounts for the year 2018 – 2019**

a. To confirm the **Annual Governance Statement** as required under the Audit procedure. The Clerk read the Annual Governance Statement..

b. To receive and approve the **Parish Annual Accounts for the year 2018 – 2019**
The Clerk went through the accounts which showed the precept received of £1,300 an expenditure of £1012.88 and a balance of £4,178.31

it was proposed by Sarah Schofield, seconded by Mo Brown and unanimously agreed to confirm the statement and approve the Annual Accounts

16. **Finance**

a. To receive the **Current Balances** of £4,178.31

b. To approve any **retrospective payments** – unfortunately the Clerk had forgotten to pay herself the sum of £55.94 as agreed in Minute 16.c.3 and 4 of the meeting dated 18th April 2018. It was agreed this should be paid.

c. To approve the payment of any **outstanding accounts**

It was agreed to pay the following

1. CAPLC annual fee £98.75

2. £20 each to the 13 people who undertook the 1st Aid training on 24th November 2018 a total of £260.00

d. To note **assets and risk assessment**

It was agreed to note the list of assets and Risk Assessment dated April 2019

It was proposed by Sarah Schofield, seconded by Mo Brown and unanimously agreed to receive, approve and note 16 a., b., c., and d

17. Any Other Business

a) The Chairman thanked Linda Lockhart for organising the Annual Litter Pick and all those who had helped, particularly Simon Peck for arranging collection of the two dead dogs and one badger discovered in the ditch on that day.

b) Rex Bigger asked if anything could be done to make the junction of Keyston Road and the B 645 safer. Either signage or a 30MPH limit or extend the double white lines. Michael Brown would raise the matter with the Highways Officer when he next met him

c) Linda Lockhart would report the deep pothole near her property

18. The next regular meeting would be held on **Wednesday 23rd October 2019**

The meeting closed at 8.45.