

Minutes of the Covington Parish Meeting Annual Meeting held at the Village Hall on Wednesday 18th April 2018 at 7.30pm

Present: Jonathan Baker, Michael Brown, Richard Brown, David Lockhart, Linda Lockhart (Chairman), Carole Ludford, Simon Luscombe, Sarah Schofield, Peter Sewell, Sue Sewell, and Shirley Mathews (Clerk)

1. **Apologies for Absence.**
These were received from Mo Brown, Michael Mathews, John Turrell, Marilyn Turrell, John Fells Fiona McCullough-Fells and Polly Sewell.
2. To **Elect the Chairman** of the Parish Meeting for the year April 2018 to April 2019. The meeting noted that this was the third and final year of Linda Lockhart's Chairmanship.
It was proposed by Linda Lockhart and seconded by Carole Ludford that Simon Luscombe serve as Chairman. There being no other nominations this was unanimously agreed.
Simon accepted the office and expressed the village's sincere thanks for all her work and support for the community.
- 3 To Receive the **Chairman's declaration** of acceptance of office.
This was duly signed and witnessed.
4. To **Appoint the Clerk, the proper Officer and the Responsible Finance Officer** to the Parish Meeting.
It was proposed by Peter Sewell, Seconded by Richard Brown and unanimously agreed that Mrs Shirley Mathews OBE be appointed.
5. To **Appoint the Independent Internal Auditor.**
It was proposed by Shirley Mathews, seconded by Linda Lockhart and unanimously agreed that Mr Charles Paull be appointed. As Mr Paull would accept no fee it was agreed Mrs Mathews should take some flowers for Mrs Paull.
6. To **Appoint the Planning Committee.**
Currently: Samantha Thomson (4yrs), Polly Sewell (3yr), Warren Brown (2yr), Peter Sewell (2yr) and Fiona McCullagh-Fells (2yr), Simon Luscombe (1yr) and Sarah Schofield (1yr)
As Samantha Thomson had completed her four years and Simon Luscombe would now be able to attend as Chairman there were two vacancies.
It was proposed by Peter Sewell, seconded by Richard Brown and unanimously agreed that Linda Lockhart be appointed and Simon Luscombe would approach one of the newer residents for the second vacancy.
7. To **Appoint other Representatives/Officers** as the Meeting deems fit.
 - a. Parish Representative to the Amenities Committee. Sarah Schofield
 - b. Neighbourhood Watch Co-ordinator. Michael Mathews
 - c. Tree Warden. Mo Brown
 - d. Footpath Warden. Carole LudfordThese appointment were proposed by Peter Sewell, seconded by Sue Sewell and unanimously agreed.
8. To **Receive any declarations** of any personal or prejudicial or predetermined interest in any matter later on the Agenda.
None received.

9. To **Receive and consider the Minutes** of the Parish Meeting held on 25th October 2017.
Copies had been posted on the notice board, had been circulated with the meeting notice and were available at the meeting.
10. To **approve and sign** the aforementioned Minutes
It was proposed by Jonathan Baker, seconded by Sarah Schofield and agreed they be signed
11. To consider **Matters Arising from the Minutes** of 25th October meeting
- 4.11.4 Defibrillator Signage – Peter Ludford has agreed to incorporate these into the telephone box. Original elements would be retained by the Clerk
- 4.11.2 Daffodils- these were making a good show throughout the village verges.
Thanks were expressed to Jonathan Baker and Peter Sewell who had planted a large number of them.
- 4.13.c Neighbourhood Watch signs – a small group drawn together by Polly Sewell would agree where to site them and affix them.
- 12 To receive **Correspondence**
1. Notice of Election 3rd May 2018
 2. Grit bins – The Clerk would circulate information from Highway Services Cambridgeshire
 3. Small business funding meeting –notice had been circulated
 4. Radar Speed Signs – It was agreed that the 20mph signs had made a difference to the speed of traffic through the village and radar speed signs would not be required.
 5. Available Grant Funding – this would be passed to the Amenities Committee to consider and make a recommendation to the parish Meeting
- Forwarded by Email**
Highways Event Diary
Tour of Cambridge 2018
A14 Information
Cycle Event Feb 2018
Funding opportunities
Big Things (Radio)
- 13 To **receive Reports** from:
- a. Planning Committee. The Planning Committee had not been required to meet during the previous six months
 - b. Amenities Committee –Jonathan Baker reported the Committee was running on a sound financial basis. The committee was looking into ways of improving the grass parking area at the rear.
 - c. Neighbourhood Watch – Michael Mathews would continue to circulate information he received. Michael Brown suggested people be advised to contact 101 or at <https://www.cambs.police.uk/information-and-services/Contact/Contact> to report any suspicious activity in the village
 - d. Tree Warden – Mo Brown would continue to keep an eye on the village trees and reminded villagers that it is advisable to notify someone, possibly her, if they are planning to remove trees in the conservation area.
 - e. Footpath Warden – Jonathan Baker reported that most footpaths and bridleways were open and marked apart from a few areas of spring sown crops which would he hoped be open and marked soon.

Matters from previous meetings were

1. Rose briars overhanging the footpath at the rear of Gordon Waldron's property. He had been unable to contact Gordon but would try again.
2. The redrawing of the bridleway adjacent to the Windy Barn cattle sheds and the lack of a suitable gate.

Extract from Minutes of meeting held on 19th April 2017 e. Footpath Warden – Jonathan Baker reported all paths open, with only a few still to be sprayed. Simon Williams had asked the Clerk, in his absence, to report that any footpaths across his land, which are blocked by cattle fences, will be provided with Bridleway Gates.

It was agreed that the Clerk should write to Oliver Williams asking for an update on the matter, particularly relating to the lack of a gate or any signage. She would also enquire at HighwaysAssetManagement@cambridgeshire.gov.uk to clarify if any alteration to the path in question has been agreed.

- 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 2017 – 2018** and to confirm the **Annual Governance Statement** as required under the Audit procedure.
The Clerk presented the Annual Accounts and answered questions
It was proposed by Sarah Schofield, seconded by Carole Ludford an unanimously agreed that the accounts be approved and the Governance Statement be confirmed

16 **Finance**

- a. To receive the **Current Balances**

- b. To approve the following **retrospective payments**

1. Balfour Beatty	£56.64
2. Neighbourhood Watch Signs	£113.94
3. Defibrillator Signs	£85.08
4. CCC Street lighting	£111.64

- c. To approve the payment of the following **outstanding accounts**

1. Clerk	£40.07
2. Zen	£43.12
3. Clerk for Pulse Digital	£47.94
4. Covington Domain Name	£8.00

It was proposed by Jonathan Baker, seconded by Sarah Schofield and unanimously agreed that the Balances be received and the listed retrospective and outstanding payments be approved

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

Proposed by Carole Ludford, seconded by Sarah Schofield and duly noted.

17 Any Other Business

1. "Covington Residents Email" and GDPR.

As residents are reminded to check their registration on the residents email list on a monthly basis there is no need for further action.

2. Linda Lockhart suggested it would soon be time, for those residents who wished to, to refresh our First aid training. Mo Brown would be asked to organise this. Those

taking part would pay for themselves.

3. Sue Sewell enquired about the notice board, the doors would not shut. Jonathan Baker already had it in his workshop to repair.

4. Linda Lockhart had reported the dead tree opposite Molly Goosey's property. The UK Power Network had visited the site but declare it to present "no immediate danger" It was agreed the Clerk should raise the issue with County Council Highways Authority.

5. David Lockhart and Sue Sewell referred to the ever-constant running water on Cross Street and Keyston Road. This appeared to be due to blocked drains. It was agreed the Clerk should raise the issue with County Council Highways Authority.

6. Richard Brown referred to the diminishing size of the "triangle" on the junction of Keyston Road and the Goss Road. It was agreed the Clerk should raise the issue with County Council Highways Authority.

18 To determine the **dates of the next regular meetings**

Wednesday 24th October 2018

Wednesday 17th April 2019

There being no further business the meeting closed at 9.35pm