

**Minutes of the Annual Meeting of Cowbit Parish Council, which will be held on Monday the 20<sup>th</sup> of May commencing at 7:30pm in Cowbit Village Hall, Barrier Bank, Cowbit.**

Present: Trevor Tyrrell, Eric Fragale, Peter Simpson, Janet Barnes, James Stamp and Daniel Sandhu  
Clerk: Mrs Angela Harrison  
District Councillors: Thomas Sneath and Andrew Woolf  
6 Members of the Parish

**1. Election of Chairman and signing of the Declaration of Acceptance of Office.**

The Clerk asked for nominations for Chair of the PC  
Trevor Tyrell was nominated by PS and seconded by JB  
A vote was taken by a show of hands and Mr Tyrell was duly elected as Chairman for the ensuing year.  
A Declaration of Office was signed and witnessed by the Clerk.

**2. Election of Vice Chairman and signing of the Declaration of Acceptance of Office.**

The Chairman asked for nominations for Vice Chair of the PC  
Eric Fragale was nominated by PS and seconded by JS  
A vote was taken by a show of hands and Mr Fragale was duly elected as Vice Chairman for the ensuing year.  
A Declaration of Office was signed and witnessed by the Clerk.

**3. Co-option to the vacant seat.**

Mr Chris Elliott was nominated by TT and seconded by JS for co-option onto the Parish Council.  
A vote was taken by a show of hands and Mr Elliot was duly co-opted into the vacant seat.  
Mr Elliott was given a copy of the Code of Conduct and a Declaration of Office was signed and witnessed by the Clerk.

**4. Chairman's welcome and Public Forum.**

Darren Harper and EF carried out a walk around the village to see what needed to be done.  
Around 20 items were identified and will be circulated and added to the next meeting Agenda to be actioned.

Cllr Woolf spoke regarding refuse collections that had been missed on Parkin Road. This was due to parking issues resulting in the refuse vehicle being unable to get through.  
A new person has been appointed to take over charge of the depot, which will hopefully see an improvement in the service.

Mr Ashby asked about when the welcome gates will be put up through the village.  
EF stated that they have just taken on someone who will be able to undertake this work for the PC.  
The gentleman had to be Highways approved and have the correct insurance.

A resident mentioned that he had seen publicity about CPR training on the television; is there anything planned for the village?

The Chairman asked Mr Harper whether there was an option to have the hall for free, as a venue for this type of training?

Mr Harper confirmed that the Brownies do not operate through the summer holidays, so the PC could have the hall on a Monday evening during August.

Request that details of the CPR training be put in the Elloe Oracle, as well as the meeting dates.

**ACTION:** Arrange for someone to come to give this training.

A resident mentioned that dog bins have not been emptied around the village.  
Some of the bins could do with being larger, or swapping over.

The one on Barrier Bank could do with being replaced with a larger one. It was confirmed that this is one of the issues identified during the walk around, so would be added to the next meeting Agenda.

A gentleman raised his concerns regarding an area of land that has been fenced off, but appears to be land-locked, at the end of the new Station Yard development. TT stated that this is to be discussed between the new owner and the drainage board as to who will maintain the land.

**ACTION:** Highlight it to the District Council.

Cllr Sneath had no issues to raise.

A lady asked whether anything could be done regarding speeding on Barrier Bank? CSW have contacted the Police to see if they can send a patrol car to help. Cllr Davies was invited to this evening's meeting, but he couldn't attend. He has been invited to the next meeting.

Interactive signs were mentioned, but the current ones are out of battery and due to their age and condition, it has not been possible to open the casings to charge them.

The Clerk mentioned that DSN PC had just purchased new interactive signs that will be hard-wired to posts erected by LCC. These units gather data and can be programmed to display various messages.

**ACTION:** Forward details from ElanCity/DSN PC

**5. To receive and approve apologies for absence.**

All members were present, but apologies had been received for County Cllr Nigel Peter and District Cllr Anthony Casson.

**6. To receive Declarations of Interest in accordance with the Localism Act 2011 and to consider any requests for dispensations.**

There were none.

**7. Minutes of the March meetings to be approved and signed as a correct record.**

It was resolved to approve the Minutes of the Annual Parish Meeting and the Council Meeting of the 11<sup>th</sup> of March and the Chairman signed them as a true record.

**8. Matters arising from the Minutes, (not covered on this agenda).**

A question was raised regarding the dispute on the land at the end of the playing field. Chairman confirmed that this is still ongoing.

**9. To review and resolve PC representation on the following Committees and outside bodies:-**

**a. Playing Field/Pavilion**

DS confirmed that he was happy to continue in this role.

**b. SHPVCS (South Holland Private Voluntary Car Scheme)**

PS confirmed that he was happy to continue in this role.

**c. Village Hall Committee**

EF confirmed that he was happy to continue in this role.

**10. To review and resolve the following: -**

**a. Inventory of Council land and assets**

A copy of the Council's Asset register had been circulated prior to the meeting.

1 bench outside the Church, 1 bench near the shop and 3 on the playing field (an additional bench needs to be added to the Asset Register)

TT will find out about the ownership of the Jubilee bench.

Play area in the park includes the youth shelter. (Needs a new roof putting on it).

Members resolved that with the additional bench, this was a correct record.

**b. Insurance Cover for 2024/25**

Clear Councils have taken over BHIB and have quoted £ £1,019.42 for 2024/25.

Should the PC enter into a 3-year agreement, this will be reduced to £999.38

It was resolved to accept the 3-year term.

**c. Policies, Procedures and Documents**

A revised Financial Regulations Policy for 2024 had been prepared and circulated to members prior to the meeting, for adoption by the PC.

Proposed JS

Seconded CE

The revised 2024 Financial Regulations Policy was duly adopted.

**11. Police matters and to receive the online Police report.**

The online Police report was received.

**a. To agree attendance of their Parish Council engagement session on the 2<sup>nd</sup> of July.**

JS agreed to attend as he attended the last one.

**12. Highways matters and to receive the CSW report.**

Overgrown hedge at the junction of Back Gate/Stonegate has been reported to Highways and Cllr Pepper has reported it to Fix My Street.

Update is that it would appear to be more complicated than first thought, as the hedge is privately owned.

The CSW team have been out regularly since the last meeting and are doing a great job of reporting speeding vehicles to the Police via the RSP. Emailed reports had been circulated prior to the meeting.

**13. Financial matters.**

**a. To receive the financial report and approve outstanding payments**

The report of all receipts and payments was received.

The RFO requested that 2 additional invoices be included on the list of payments; receipt for antivirus protection and the invoice for new locks on the Pavilion.

PS proposed

EF seconded

It was resolved to approve all payments as listed below.

1	Other/Miscellaneous	Litter Picking Consumables	15.82	3.17	18.99
2	Open Spaces	Litter Picking	50.00		50.00
3	Subscriptions & Memberships	Accounts Software	12.00	2.40	14.40
4	Staff Costs	Tax & NI	180.00		180.00
5	Utilities	Electric - Pavilion	86.50	4.32	90.82
6	Utilities	Water - Pavilion	18.20		18.20
7	Staff Costs	Staff Wages	234.10		234.10
8	Communications (Phone, Website, Broadband)	Internet - Village Hall	55.85	11.17	67.02
9	Other/Miscellaneous	Pavilion Repairs	320.00	64.00	384.00
10	Audit & Professional Fees	Internal Audit	100.00	20.00	120.00
11	Open Spaces	Litter Picking	50.00		50.00
12	Subscriptions & Memberships	Accounts Software	12.00	2.40	14.40
13	Utilities	Electric - Pavilion	73.74	3.69	77.43
14	Subscriptions & Memberships	Accounts Software	12.00	2.40	14.40
15	Staff Costs	Staff Wages	250.28		250.28
16	Insurance	Insurance	999.38		999.38
17	Staff Expenses & Training	Staff Expenses	12.96		12.96
17	Communications (Phone, Website, Broadband)	Staff Expenses	40.00		40.00
18	Communications (Phone, Website, Broadband)	Internet - Village Hall	55.85	11.17	67.02
19	Subscriptions & Memberships	Virus Protection	99.99	20.00	119.99
20	Other/Miscellaneous	Replacement Locks - Pavili	156.00		156.00
			<b>2,834.67</b>	<b>144.72</b>	<b>2,979.39</b>

**b. To receive the bank reconciliation.**

The bank reconciliation was received and signed by the Chairman.

**c. To receive the Summary/budget report.**

The report was received.

**14. 2023/24 External Audit.**

**a. To approve and sign Section 1 – Annual Governance Statement**

A copy of Section 1 had been circulated to members prior to the meeting.

CE moved that the statements were correct.

PS seconded.

It was unanimously resolved that the Chairman sign the Annual Governance Statement.

**b. To approve and sign Section 2 – Accounting Statements**

A copy of Section 2 had been signed by the Clerk/RFO and circulated prior to the meeting.

JB moved that these be signed by the Chairman.

DS seconded.

It was unanimously resolved that the Chairman sign the Accounting Statements.

**15. Planning matters.**

H01-0029-24 Croft House – Amendment received to put a footpath up to the junction of Mill Drove.

The PC met before tonight's meeting to discuss this as the deadline for comments was imminent. The Chairman read out the PC's comments which had been circulated and submitted to the Planning Authority prior to the meeting.

'The Parish Council do not believe there is enough room to install a footpath along this side of Stonegate, without narrowing the carriageway and causing a 'pinch point' in the traffic. Vehicles traversing Stonegate, especially agricultural, school coaches and HGVs. would have a job to get through and private cars would struggle, as this is a very busy road with vehicles coming from and heading towards the A16 which is a major route between Peterborough and Spalding.'

**16. Playing Field Usage.**

**a. Football**

At the invitation of the Chairman, Darren Harper gave a verbal report on behalf of Kyle, as he is on the Committee.

Currently there are two teams set up, an U18s and an U10s.

The league starts in June.

SEN team will also be set up to play on a Thursday with the U10s

U10s will play on the Cowbit field and the U18s will play on the field in Crowland.

A discussion ensued regarding the future of the playing field and whether an adult-sized pitch would be feasible.

The Chair summed up by saying that the PC would take measurements and meet with Kyle to discuss options.

**b. School summer fair 6th of July.**

It was agreed to allow the school to hold its summer fair on the field.

PS added that he has a Classic Car display that could join the fair which could draw more footfall to the fair.

**ACTION:** Reply to the school and ask about the Classic Cars.

**17. D-Day 80 year Anniversary 6<sup>th</sup> June 2024.**

After discussion, it was resolved that the PC would not purchase additional items.

**18. To receive reports from representatives on outside bodies.**

**a. To receive an update on Village Hall matters.**

Darren stated that since the last meeting there are new front doors thanks to funding from UKSPF and District Cllr donations.

Charity Race Night on the 8<sup>th</sup> of June.

Short Mat Bowls equipment – Friday at 7pm to have a go. Hope to set up a team and do on a regular basis.

AGM where elected as Chair + Marcus Pell as Vice Chair

The hall is booked up every evening plus some afternoons and weekends.

**b. To receive an update on the Playing Field/Pavilion.**

New guttering on the pavilion and new locks.

**19. General correspondence for inspection at the meeting not included in the agenda.**

**a. Invitation to attend Meridian Action Group meeting 7pm 30<sup>th</sup> May at Gedney Hill Memorial Hall.**

The Chair said that he might attend.

The MP Sir John Hayes will be attending, along with the Clerk, (in her capacity as District Cllr for Crowland & DSN)

**20. Items to be included on the next meeting's agenda.**

Park play equipment.

Eric and Darren's list following their walkaround the village.

**21. To confirm the date of the next meeting, provisionally set as 15<sup>th</sup> July 2024.**

The date was confirmed, although DS will be on holiday.

*"In Committee"*

*The Public & Press to be excluded from the meeting in accordance with the provision of Section 1 (2) of the Public Bodies (admission to meetings Act 1960). The items to be discussed being of a confidential nature.*

The Clerk left the meeting.

**22. Clerk's Annual Salary Review.**

TT Proposed that the Clerk be moved up from SCP11 to SCP13

Seconded by JS

It was resolved to move the Clerk up to SCP 13 to be effective from the 1<sup>st</sup> of April 2024

Meeting ended at 21:20