

Capenhurst and Ledsham Parish Council
Minutes of Parish Council
Annual General Meeting

Date	Tuesday 16th May 2023
Time	7pm
Attended	Ann Clowes, Tania Foster, Joyce Tomlinson, Tracey Royle, Gareth Baker, Colette Francis, Christine Pemberton, Jamie Davies, Simon Eardley, Jackie Weaver (CHALC), Freda Davies, Andrew Davies, David Collinson, Sharon Wilson, Karl Astle.
Location & Details	Capenhurst Village Hall

1	<p>a) Apologies received from Mark Brassington and Neil, Greg and Julie of Urenco.</p> <p>b) No declarations of interest declared.</p> <p>c) Chairman's Report – see attachment.</p> <p>d) RFO's Report – see attachment.</p> <p>e) Chair and Vice Chair stood down</p> <p>f) Only one nomination for Chair put forward for Ann Clowes, Joyce Tomlinson proposed and seconded by Christine Pemberton, All Councillors agreed. Ann Clowes accepted the position.</p> <p>g) One nomination for Vice Chair received for Tania Foster, proposed by Tracey Royle and seconded by Christine Pemberton, All councillors agreed and Tania Foster accepted the position.</p> <p>h) The Chair welcomed the new Councillor, Jamie Davies to the Council and updated those present on the results of the election. Jackie Weaver of CHALC welcomed Jamie to the council, informing the meeting that he was the youngest councillor in the area. She hoped he would enjoy his new role.</p> <p>I) Outside Bodies – it was agreed that TR and CP would continue to represent the council with Urenco.</p> <p>j) Urenco Local Liaison Committee – The representatives pointed out that due to COVID and the restructure of Urenco there had been no meetings but hoped that they would resume shortly.</p> <p>k) Acceptance of the minutes of the AGM held on 3rd May 2022 – acceptance of the minutes proposed by JT and seconded by CF, all Councillors agreed to their adoption.</p> <p>l) Matters arising – no matters arising from the minutes.</p> <p>m) Date of the next AGM – Tuesday 7th May 2024 in the Capenhurst Village Hall.</p>	
1	<p>Ordinary Meeting of the Parish Council on Tuesday 16th May 2023 in Capenhurst Village Hall.</p> <p>Procedural Matters</p> <p>a) a) Apologies received from Mark Brassington and Neil, Greg and Julie</p>	CB

	<p>of Urenco.</p> <p>b) No declarations of interest declared.</p> <p>c) The minutes of the last meeting held on 7/3/2023 agreed, proposed by TR and seconded by CP, all Councillors present agreed. Matters arising from them, BiB competition had been entered for Capenhurst and Ledsham with the starting of the planting of the Orchard, there followed a discussion over the spend for this and the process for payment. J confirmed the process outlined by the Chair was correct, the spend needed to be agreed at a Council meeting before it progressed. There was a discussion regarding the State of the roads in the area and the potholes, all villagers to be encouraged to report any to the Council Portal.</p> <p>d) Dates of Future Meetings - Tuesday 4th July 2023, Urenco, Chester House. Tuesday 5th September 2023, Urenco, Chester House. Tuesday 7th November 2023, Capenhurst Village Hall. Tuesday 9th January 2024, Urenco, Chester House. All meetings begin promptly at 7pm, for those wishing to attend the meetings at Urenco, please inform the Clerk prior to attendance and bring photo ID.</p>	
2	<p>Community Engagement and Communications.</p> <p>a) Unfortunately no representatives from Urenco or the Police were present.</p> <p>b) Visiting Members – Cllr Simon Eardley The Chair congratulated Cllr Eardley on his recent re-election and said the Council would look forward to working with him over the next years. SR advised that there were no real changes at CWAC, that he would hold the post of Shadow Councillor for Transport and intended holding the Council to account regarding the state of the roads in the area. Top of his agenda is to get Capenhurst Lane resurfaced. He informed the Council that the members budget should reopen in the next few weeks and that there would be additional funding for Neighbourhood Pride and would be looking for ideas to benefit the area. He went onto say that the Urenco Local Liason needs to meet and that he will contact NF from Urenco to push this forward. SE also informed the Council that CWAC were expecting a new Chief Exec in October as the current one was leaving but there would be an interim officer until the new one started. The Chair thanked him for all he does for the area. TF asked if he could possibly get a copy of the minimum standards for the roads and AC reminded him about the Speed Signs and stated that the 5K quote that CWAC gave was unacceptable.</p> <p>c) Members of the Public Speaking Time – see Item 7</p> <p>d) Correspondence from Members of the Public – An email had been received from Mr and Mrs Mohan regarding the siting of the new notice board. A new site had been identified for the new sign as the previous site was no longer suitable. GB went to survey the area and had spoken to them regarding their concerns about its placement due to possible ABS. AC and</p>	

	<p>TF then followed this up with a visit to Mrs Mahon to discuss their concerns, she was upset about it and they suggested she write to the PC with those concerns. An email was then received by the Clerk. AC has applied for a licence for the Notice Board following advice from CWAC. Legally the Council has to have a Notice Board so a compromise was suggested as there appears to be a clay pipe running under the site for it so it could not be cemented into the ground. A Planter that would hold the board which could then be planted and would add to the BiB entry. AC asked the councillors to look at possible site for the siting of the sign. Agreed that it should be an Agenda item for the next meeting in July, it was suggested that a survey similar to the Penfold survey be done and this would be discussed then. AC recommended that if any visits needed to be done on Council Business it should always be done in twos and if any aggression was shown they should just walk away. A proposal was made to purchase High Viz. waistcoats with names on for the Council, proposed by AC and seconded by TF, all Councillors in agreement.</p> <p>e) Website Update – This is progressing and the Web Designer is doing a good job, all minutes and all that needs to be on the site is there.</p> <p>f) Events – Cosmic Cape on the 5th August is progressing and advertising is being started, all residents will be able to purchase tickets for 50% of the normal cost but must prove that they are residents. It was brought up that the entrance to the Sports Field was dangerous but TF informed the council that this would not be the entrance being used for the event.</p>	
3	<p>Emergency Plan and re adoption of the Policies – it was agreed that a separate meeting should be held to put the Emergency Plan together, the 6th June was agreed, 7pm at the Village Hall.</p> <p>Re adoption of the Policies – AC proposed the re adoption and GB seconded all agreed. These policies are:-</p> <ul style="list-style-type: none"> Standing orders Code of Conduct Financial Regulations Risk Assessment Transparency Document <p>J to check the policies to ensure we have the most up to date versions and if necessary the council can amend and adopt.</p>	
4	<p>AGAR –</p> <p>1)the RFO proposes that an exemption be submitted to the external auditor for the year 2022-23. Proposed by TF and seconded by GB, all councillors agreed.</p> <p>2) The RFO proposed that the AGAR for 2022-2023 be approved Proposed TF and seconded TR, all councillors agreed.</p>	
5	<p>CWAC and other organisations – JW told the meeting that CHALC was here to help PC's to run efficiently and was underpinned by Legislation. That as members we were entitled to their help and support.</p>	

6	Finance a) Agreement for ring fencing the Village Plan Grant and the In Bloom donations. Proposed by CP and seconded by JT, all councillors agreed. b) Agreement for payment of - * Costs of PAYE and Salary including any pay rises – Proposed by CP and seconded by JT, all agreed. * Insurance – proposed by AC and seconded by JT, all agreed. * CHALC – proposed by AC and seconded by TR, all agreed. Audit Fees – proposed by JT and seconded by CP, all agreed.	
7	Penfold Close Survey – The Chair explained that 22 surveys had been given out and 11 responses had been received back. Of these 4 were negative and 7 positive. She went onto say that it was a designated Play Space but had not been used as such for a while, the council plan was to try and bring it back into use. There followed a discussion about the issues as some residents saw them, these included it being isolated so could mean ASB might occur there, that users would be able to see into the houses bordering the site, that it would disturb the same houses if there was a lot of noise especially during the day as one of the occupants worked nights. After discussion at the meeting and residents putting their points it was agreed that the council would talk to the Police about keeping an eye on the area, that a further extended survey be done, that CWAC be contacted to ensure the area was cut on a regular basis. It was pointed out that the Equipment was already agreed with Urenco covering the cost and that the PC needed to move it forward as currently the children had nowhere safe to play.	
8	Planning – the Discharge Applications had been approved by CWAC	
9	Any other Business – The Coronation, TR informed the Meeting that if they knew of any local child who had not received a reflective bag tag for the Coronation to contact her as she had some left. The WI were thanked for the cake and Bunting and that the ‘If I were king’ competition had gone ahead and read out two of the entries.	
	The meeting closed at 8.56pm	

Minutes Approved

Date of Meeting