

**Capenhurst and Ledsham Parish Council**  
**Minutes of Parish Council Meeting**

Date	Tuesday 5 <sup>th</sup> July 2022
Time	7pm
Attended	Ann Clowes, Christine Pemberton, Tania Foster, Joyce Tomlinson, Gareth Baker, Simon Erdley, Grace/Urenco, Sueanne and Karl Astle
Location & Details	Urenco Community Room

1	<b>Procedural Matters:</b> - Apologies – Neil/Urenco, Colette Francis, Tracey Royle, - Communication: Sent to all councillors prior to meeting - Declaration of Interest: TF declared an interest with the Village Hall - Discussion about the notes from the last meeting – No matters arising. Minutes accepted as an accurate record, proposed by AC, seconded by TF all present agreed - Dates of Future Meetings & Locations Tuesday 6 <sup>th</sup> September, 7pm, Capenhurst Village Hall. (TF to book and confirm)	
2	<b>Visiting Officers:</b> None present.	
3	<b>AGAR:</b> A lot of time and effort was spent last year to ensure the internal audit was correct going forward, This has now been approved with the External Audit now being done. The website is now up and running and the Public Notice was displayed on time.	
4	<b>Village Hall Planning:</b> It was agreed in May 2017 to support the application for planning for a new village hall with the PC covering the planning cost. At that time the fee was £1,880.80 as the PC received a 50% discount. Due to the delay because of Covid the cost has increased by £231.00, the PC were asked if they still supported the application and if they were willing to cover the extra cost. All present agreed that they do still support and are willing to cover the increased cost TF abstained from the vote.	
5	<b>RHS in Bloom:</b> Judging for the competition will be at the beginning of August, date to be confirmed. Volunteers were asked of the weekend of 16/17 July for a Litter Pick and general tidy. To be advertised via Facebook. Hi Viz jackets and pickers available from CP, meet at 11am on the green.	

6	<b>Insurance:</b> The cost of the Public Liability has increased considerably this year. The renewal is due in June next year, it was proposed that approval for this and other expenses that occur yearly should be sought at the AGM, All present agreed.	
7	<b>Members of the Public Speaking Time:</b> Discussion over purchasing Hedgehog houses for the village, all in favour, Grace/Urenco agreed they would contribute towards the cost, £150. It was also suggested that the Battery Storage should also contribute and a conversation could be had with the school.	
8	<p><b>Planning:</b> A lot of applications in Ledsham this month</p> <ul style="list-style-type: none"> <li>* Harefield Cottage – Holiday Cottage – No objection but queried the Mains Drains, there is a problem with surface water, suggested improvement needed.</li> <li>* Pinfold Paddocks – Change of use – no reason to object as been used for this for over ten years so Change of use from previous use not a new change.</li> <li>* Battery Storage – Surprised the connection wasn't sorted out previously – no objection.</li> <li>* Discharge – no objection</li> <li>* Quaint Farm – New entrance – no objection will be safer</li> <li>* Rio – Enforcement Notice – cannot support objections – non compliance</li> </ul> <p>Planning Sub Committee Protocol displayed on Website</p>	All
9	<p><b>Finance:</b> See Attached</p> <p>AGAR point 1 and 6, never provided previously by PC , now included.</p> <p>Public Rights displayed with photographic evidence</p> <p>Website now has all documents required on it</p> <p>Point 5 – everything minuted</p> <p>Point 6 – Invoices not to the required standard.</p> <p>Reserves – our reserves are too much. £9,074.93</p> <p>Income - £246.86 VAT Refund</p> <p>Expenditure - £366.68 Festival Fees – Urenco to refund. £383.26 PL insurance, Village Hall Planning fee, payment of up to £250 for the website agreed. All agreed to these costs with JT and CP proposing and seconding.</p> <p>Still awaiting the bill for the External Audit, Payment of up to £1,000 agreed by those present. Agreed by all present to the Wage Payment monthly and the cost of Accountant when it falls due</p> <p>Discussion regarding the bank account – JP to be removed from the account and CB added. TF to deal, JT and AC proposed and seconded, all in agreement.</p>	
10	<p><b>Members Information</b></p> <ul style="list-style-type: none"> <li>- CHALC- e mails circulated</li> <li>- NALC- e mails circulated</li> <li>- Training- e mails circulated</li> </ul>	All

11	<p><b>Members Speaking Time</b></p> <p><b>Councillors</b> – Simon Erdley, new recycling service has started in Capenhurst and Ledsham, any problems please let him know.</p> <p>Highways walk – Lodged as many issues as possible, thanked GB and JT for attending, some progress has been made. Giant Hogweed is being poisoned. Alarmed that the Power People assume they are getting permission. Defibrilators – funding available, SE will pass on info.</p> <p>The Senior Engineer suggested a more substantial barrier at Pinfold – Let SE know if this is something that people want. To be discussed at the next meeting,</p> <p>The plot of land off Pinfold very untidy is this something we would want SE to chase up? Possibly a play area?</p> <p>Wild Flower area – Pinfold Close for nest round? Again let SE know</p> <p>Speed signs – SE to chase, Urenco to possibly fund?</p> <p>Planning – send SE what we decide.</p>	
12	<p><b>Urenco – Cape Fest:</b> 1,800 attended and they will be doing next year. Their Comms to take over advertising, more activities for teenagers, Disabled parking. A proper plan in place for next year</p> <p>Official thanks to Urenco and TF for all the hard work.</p>	
13	<p><b>Policies and Procedures:</b></p> <p>All of the policies below were agreed and adopted by those present</p> <p>Code of Conduct : CP/JT proposed and accepted by all</p> <p>Transparency Code: AC/TF proposed and accepted by all</p> <p>Risk Assessment : JT/GB proposed and accepted by all</p> <p>Financial Policy: TF/AC proposed and accepted by all</p> <p>Standing Orders: GB/CP proposed and accepted by all</p>	
14	<p><b>Highways:</b> As many people as possible to report on the app issues with the roads, this will ensure that more will be done. SE asked to supply a standard for the roads, he will see if there is one. The Council does not have enough funding to bring it all up to standard so is a constant challenge.</p> <p>TF distributed Police cohesion cards, all households should receive them,</p> <p>Women walking alone – Speak to Sam scheme</p> <p>Rural areas are not a priority at the moment.</p>	
15	<p><b>Any other Business:</b> Hedge cutting can it be done? Some places are dangerous.</p>	
16	<p><b>Date and time of next meeting:</b> Tuesday 6<sup>th</sup> September 2022, 7pm</p> <p>Capenhurst Village Hall</p>	