



MINUTES of the **PARISH COUNCIL MEETING** held on

Monday the 4<sup>th</sup> March 2024 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs: Butler, Casterton, Gibson,

Abram, Rayfield, Smith, Jewell, Coward, O'Donnell, Lambert, Helvin, Brown and Parker

There were three members of the public present

10/24 To receive Apologies

**Cllr Whitham**

11/24 To consider and approve the Minutes of the Meeting held on the 22<sup>nd</sup> January 2024 (enclosed)

***It was resolved that the minutes of the meeting held on the 22<sup>nd</sup> January 2024 should be signed by the Chairman as a true and accurate record.***

12/24 To receive Declarations of Interest

**None**

13/24 To adjourn the meeting for a period of public discussion

*The meeting was adjourned*

*Concern was raised that the public right of way closure between Hoyles Lane and Cottam Way had been extended for a further 6 months. The Clerk confirmed that he had spoken to LCC PROW team and it was necessary to retain closure until such time as a partial proposed diversion was approved and the developments on either side had been progressed further.*

*The Council was asked whether it had now become a political Parish Council since a recent Liberal Democratic article had referred to Conservative members of the Council not supporting a recent resolution. The Chairman confirmed that Lea and Cottam Parish Council was not a political Parish Council and that 13 of its 14 members were independent.*

*There was concern from some members that the article mentioned was misleading and was directed at a specific individual who was in any case no longer a member of any political group. An apology was given to that member by the Liberal Democratic Party member present. The Clerk advised that should any member feel aggrieved that another member of the Parish Council had contravened the Code of Conduct this could only be dealt with by the PCC Monitoring Officer.*

*The meeting was reconvened*

14/24 To authorise payment of the following accounts:

11/01/2024	GGs LENGTHSMAN TEAM	107	1020.30
23/01/2024	EON NEXT UNIT COST AND STANDING CHARGE XMAS LIGHTS TO 31/12	108	67.59
30/01/2024	MILJUE GS LENGTHSMAN TEAM	109	517.50
30/01/2024	S FITZPATRICK LENGTHSMAN TEAM	110	506.00
30/01/2024	G THOMPSON LENGTHSMAN TEAM	111	402.50

30/01/2024	GGS LENGTHSMAN TEAM	112	2370.10
30/01/2024	SAR SERVICES LENGTHSMAN TEAM	113	57.50
30/01/2024	COTTAM COMM ASSOC	114	35.00

***It was resolved that the payments referred to above should be approved***

15/24 To appoint Sandra Wiseman as the internal auditor for 2023/24 at a fee of £182.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated

***It was resolved that Sandra Wiseman should be appointed as set out above.***

16/24 To consider and approve the following documents which have already been circulated to members:

- The Councils Risk Management Policy Statement 2024
- The Councils Risk Management Register 2024
- The Councils Asset Register 2024
- The Review of the Effectiveness of the Internal Audit and Internal Control 2024

***It was resolved that the documentation referred to above should be approved***

17/24 To consider and approve this Council's Standing Orders and Financial Regulations which have been reviewed in line with the recommended 4-year cycle and which have already been circulated to members.

***It was resolved that the documentation referred to above should be approved***

18/24 To receive an update (enclosed) from the Canberra Memorial working group and approve in principle the new proposals, authorising the working group to obtain more up to date costings in order to make a final decision at a future full Council meeting.

***It was resolved that the new proposals should be approved in principle and that the working group should obtain up to date costings for consideration at a future meeting.***

19/24 To appoint an Executive Committee to consider recent correspondence (already circulated) from the assistant lengthsman, to review and amend if appropriate the self-employed contract terms relating to the assistant lengthsman role and decide the hourly rate to be applied to the new contracts to be offered from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

***It was resolved that an Executive Committee comprising Cllrs Butler, Whitham, Gibson, Coward and Parker should be formed with Cllr Lambert available as a substitute, in order to review and amend if appropriate the self-employed contract terms relating to the assistant lengthsman role and decide the hourly rate to be applied to the new contracts to be offered from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.***

20/24 To note that the next meeting is scheduled for the 8<sup>th</sup> April 2024

***It was noted that the next meeting is scheduled for the 8<sup>th</sup> April 2024***