**Minutes to The Meeting of Thwing & Octon Parish Council held on Monday 20th June 2022 at 7.00pm at Thwing Church Rooms, Church Lane, Thwing**

**Present: Cllr P Burdass (Vice Chair); Cllrs A Frost; T Lancaster; G Coe; J Blott; J Carter**

**Guest: Ward Cllr J Evison**

**745.** Apologies were received from Cllr E Peacock

**746.**In the absence of Cllr Peacock, Cllr Burdass chaired the meeting

**747.** Declaration of Pecuniary or Non-Pecuniary Interest - None

 Dispensations Issued - None

**748**.It was proposed by Cllr Lancaster and seconded by Cllr Carter that the minutes of the Annual General Meeting held on the 17th May 2022 be accepted as a true record. Passed

**749**.It was proposed by Cllr Lancaster and seconded by Cllr Carter that the minutes of the normal meeting held on the 17th May 2022 be accepted as a true record. Passed

**750.**The meeting was opened to Ward Councillor and members of the public – no comments

**751**.Matters arising from last meeting

* 1. Cllr Frost gave an update on the East - West Road, and other highway related issues- stating that he had again spoken to ERYC Highways and had attended a site visit earlier that day, with Cllr Lancaster, and one of the council’s highways engineers to inspect Church Lane. The engineer had agreed that Church Lane repairs were not to standard and further work needed doing, but we were currently down the list and work would not be scheduled for a further 2 years. Cllr Frost appealed to Ward Cllr Evison to move us up the ‘list’ to reschedule work for this year. The Council had previously been advised that the repair work and surface dressing for Rudston Road was to be done in 2019, but this has not happened. Repairs have now been done to the verge of Butts Lane with infill and tarmac.
	2. All members agreed that the Jubilee Events on the 2nd June had gone extremely well and attendance had been good. The only outstanding issues is the removal of the wire netting from the beacon basket – Cllr Burdass and Cllr Lancaster to action, and the installation of the new bench, currently stored at The Grange. Cllr Burdass advised that he would liaise with Cllr Peacock and arrange collection and installation later this week.
	3. Cllr Coe presented members with updated Health and Safety, Equalities and Diversity Policy together with an updated risk assessment for the lawn mower use. Policies to be circulated fully for approval and adoption at the next meeting.
	4. It proposed by Cllr Lancaster and seconded by Cllr Coe that Cllr Burdass be elected as the third member for HR committee, in line with adopted policies. Passed

**752.** Correspondence for discussion action and resolution

1. ERNLLCA Being a good Councillor Training Dates were circulated and Cllrs Lancaster and Carter to be registered, with access being given at the clerk’s premises.
2. ERNLLCA Training Calendar was circulated
3. ERNLLCA May Newsletter was circulated – no comments
4. Town & Parish News Update for June was circulated – no comments
5. ERYC Planning Liaison Meeting still time to book for the meeting on the 22nd
6. Have your say on potential Area of Outstanding National Beauty was circulated for members to make comments

**753.** It was proposed by Cllr Frost and seconded by Cllr Carter that all new councillors should be encouraged to attend training where applicable. Passed

**754.**Planning Application 22/01695/PLF – was discussed

Proposal: Erection of a single storey extension to rear

Application: Mrs Sandra Hardcastle

Application Type: Full Planning

It was proposed by Cllr Frost and seconded by Cllr Carter that no objections be raised to this application. Passed.

**755**.Finance

1. It was proposed by Cllr Coe and seconded by Cllr Blott to approve payments as per schedule. Passed
2. It was proposed by Cllr Lancaster and seconded by Cllr Carter to approved the accounts and bank reconciliation to date. Passed
3. It was proposed by Cllr Blott and seconded by Cllr Lancaster to approve clerk’s salary for 3mth period 1st April- 30th June 2022 plus expenses as presented. Passed

**756**. Cllr Burdass advised that he would discuss with Cllr Peacock and agree a suitable date for the for clerk’s annual review. Agreed

**757**. The expenditure reports for Do It for East Yorkshire funding and for the Queens Platinum Jubilee Fund were circulated and approved. Clerk to submit end of project reports, as required. Photos of events were requested.

**758.**The installation of the new bench at the Mere was agreed, see ref 751 ii.

**759.**It was agreed that a brass memorial plaque for the new bench would be procured, with the inscription

“Thwing & Octon Parish Council

In Commemoration of 70 years reign

Of Her Majesty Queen Elizabeth 11”

**760**. Cllr Carter to look for quotes for repairs and refurbishment of the telephone kiosk, to be considered at the next meeting.

**761**.It was agreed that forming a group to maintain green spaces within the parish would be a practical way forward and notices should go in the community magazine and on notice boards.

**762**. Cllr Lancaster to re- oiling the bus shelters, both Thwing & Octon. Dates to be confirmed

**763**. An action plan for outstanding maintenance at the Mere was agreed.

1. Additional wood chippings are needed for the new path – Cllr Coe to approach various arborists.
2. Additional top soil is required. Clerk to order a further 20 tonnes, weight to be checked by Cllr Burdass
3. A bag of grass seed to be procured for re-seeding.
4. Cllr Burdass and Coe to carry out weeding/strimming within the next week.
	1. Cllr Coe to check the stakes on trees and replace if needed
	2. Clerk to procure matting for beneath new bench
	3. Cllr Coe has researched the removal/ reduction of the overgrown reeds, and has organised a site visit next Monday to assess what needs to be done and the best method.

**764.** Procedures for placing memory plaques on the memory pole were discussed, but to be deferred to next meeting once full options have been considered

**765**. The current frequency and effectiveness of parish council meetings was discussed against a change of frequency to allow a more diverse range of councillors to be included, but deferred to next meeting

**766.** Agenda items for the next meeting are to be sent to the clerk in writing at least 5 working days prior to the meeting date. The clerk will endeavour to issue reminders to councillors along with draft minutes prior to the 5 clear days. An open forum to be added as the last agenda item to cover topics for future discussion and agreement.

**Signed as a true record**

**Chair Date.**