**Minutes to Meeting of**

**Thwing & Octon Parish Council Held on Tuesday 2nd May 2017**

**At the Church Rooms, Church Lane, Thwing**

Present: Cllrs P Clarkson; M Burdass; E Peacock; G Sanders; A Frost; Sandra Morrison (Parish Clerk)

**51/17** Apologies – Cllr C Coates. Cllr D McDermott absent

**52/17** Declaration of Pecuniary and Non-Pecuniary Interests – Cllr Sanders declared a non-pecuniary interest in item 61/17

**53/17** The minutes of last meeting held on 5 April 2017 were accepted as a true record and signed by the chairman. All agreed.

**54/17** Matters Arising

* 1. The design and procurement for new bus shelters, plus costs was discussed and agreed. Order to be placed with Flixtons Saw Mill once funding is in place. The clerk has been in touch with County Council and confirmed and agreed proposed locations. Ownership of Duke’s Lane site tbc.

**55/17** Correspondence was considered from:

* 1. M Yates re Safe and Sound Grant; details to be posted on web site
	2. ERYC re nomination of a Parish Transport Champion, as this role is currently filled by Cllr McDermott who is absent from the meeting, the confirmation is to be placed on the agenda for the next meeting.

**56/17** The policy on Committees was approved. All agreed. Standing orders to be proposed at next meeting.

**57/17** Finance

1. The accounts for Financial Year Ending 31st March 2017 were approved. All agreed.
2. Payment of additional invoice from Alma Printing £15.00 was approved. All agreed.
3. Payment of ERNLLCA annual subscription £154.50 was approved. All agreed.
4. Payment to Internal Auditors P Almond £30.00 was approved. All agreed.
5. The accounts to 22 April 2017 were approved along with the additional payment of clerk’s expenses. All agreed.
6. The budget for 2017-2018 was reviewed taking into account increase of monthly DD for the church rooms electricity. An increase from £16pm to £22pm
7. A change of bank mandate in respect of issue of bank card to parish clerk was approved and a resolution was passed and signed by the chair.
8. The passwords for computer access and banking access were passed to the chair. The details were contained in a sealed and countersigned envelope only to be opened in the presence of full council.

**58/17** The Annual Governance Statement was discussed and completed and signed by the chair.

**59/17** The Internal Audit Report was considered and note was taken regarding dual signatories on all expenditure. RFO to instigate new procedures.

**60/17** The Annual Return Statement was approved and signed. It was noted that the asset registered needs to be fully updated with land values once copy deeds have been obtained on areas of common land.

**61/17** Consideration was given to the planning application 17/01069/PLF for erection of agricultural storage building at Octon Manor, Octon Grange Lane. The council has no comments.

**62/17** The Community Plan questionnaires have all been handed out, and collected in, with over 50% success. Information to be collated on 9th May.

**63/17** Cllr Peacock has been advised that, having passed the case to ERYC, the defibrillator for Octon will be installed within 10-14 days.

**64/17** ERYC are requesting that an up to dateEmergency plan is lodged at County Hall. Cllr Clarkson has confirmed that the plan will be available for approval for the next meeting on the 11th July 2017.

**65/17** The ERYC were unable to help regarding advise on restoration of the mere, however Cllr Frost has pursued the matter and a company from Hull have been to inspect the site, and are currently drawing up proposals for refurbishment. The mere is heavily silted and this needs to be removed prior to clearance of the reed beds. Consideration was given to seeking assistance from local farmers.

**66/17** It was agreed that Cllr Frost should continue in dialogue with County Hall and other interested parties to have The Falling Stone public house confirmed as an asset of value to the community.

**67/17** It was agreed that both the Clerk and Cllr Frost would attend the accredited courses for being a Good Councillor at a cost of £18.75 + VAT per part.

These minutes are accepted as a true record of the proceedings

Signed Date

Chairman