

**Minutes of the TWIN RIVERS PARISH COUNCIL - Full Council - meeting
Tuesday 21st February 2017 at Swinefleet Village Hall - 7:30pm**

Present: Amanda Crossley (AC) Parish Councillor
 Debbie Fletcher (DF) Parish Councillor
 Tony Henderson (TH) Parish Councillor
 David Pervin (DP) Parish Councillor
 Christine Royston (CR) Parish Councillor (Chairman)
 James Woodcock (JW) Parish Councillor
 David Wall Clerk
 Members of the public

Action

17/012	<u>To receive and approve apologies for absence</u> None.	
17/013	<u>To receive declarations of interest</u> Cllrs. Henderson, Royston, and Woodcock each declared a non-pecuniary interest in relation to items 17/020.02 and 17/026.	
17/014	<u>To welcome the new Parish Councillor and new Parish Clerk</u> The Chairman welcomed Cllr. David Pervin as the new Parish Councillor (Adlingfleet Ward) following the recent non-contested election. Mr David Wall was welcomed as the newly appointed Parish Clerk with effect from 18 th January 2017.	
17/015	<u>Public participation</u> 1. Concern was expressed regarding the Adlingfleet defibrillator slow progress. 2. Clarity was sought on the location of the Parish Land at Grange Rd, Adlingfleet.	
17/016	<u>To approve minutes of the previous meeting</u> The Minutes of the previous meeting held on 17th January 2017 were approved (TH) and seconded (CR).	
17/017	<u>Matters arising (for information only)</u> None	
17/018	<u>To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill an existing vacancy</u> An application had been received (previously circulated to Cllrs.) from Ms Amanda Crossley for co-option as a Parish Councillor (Whitgift Ward). Ms Crossley was given the opportunity to address the meeting. The matter was then put a vote and it was unanimously agreed that Ms Crossley be co-opted. Ms Crossley was given a copy of the code of conduct and standing orders and she signed the form of acceptance of office. Cllr. Crossley was given the disclosure form to be completed and returned to the Clerk within 21 days.	AC
17/019	<u>To receive reports from District Councillors</u> No District Councillors in attendance	
17/020 17/020.01 17/020.02	<u>Correspondence</u> Email dated 27/01/2017 from Mr Lee re Adlingfleet defibrillator. The matter was deferred to be discussed under later agenda item (see 17/023). Letter dated 13/02/2017 from Ousefleet Show Committee re 2017 show The letter was seeking clarification as to whether or not the community centre toilets would be available for use on the day of the 2017 Ousefleet show.	

	After discussion, the Council agreed that no guarantee could be offered that the toilets would be available and that the Clerk should write and advise accordingly.	Clerk
17/021 17/021.01	<u>Planning applications</u> 17/00084/TCA – Church Farm, Garthorpe Road, Adlingfleet An application to reduce the height and size of several trees. The Council agreed that the Clerk should submit a ‘no objection’ response to this application.	Clerk
17/022	<u>To consider and agree ‘working from allowance’ for Parish Clerk</u> After discussion, the Council resolved to fix the allowance at £15 per month.	
17/023	<u>To consider and decide next steps in relation to defibrillator in Adlingfleet</u> Cllr. Royston summarised position to date but explained there were still a significant number of outstanding questions about the detail and costs. Cllr. Pervin asked who was the ‘project lead’? It was explained that Mr Lee (an Adlingfleet resident) had raised the idea at the October 2016 meeting and that, without costings or other detail, the Council had agreed the matter. It was agreed that full costings and other details must be provided before the matter can be progressed and that a business case should be put together for consideration by the Council at a future meeting, Given the significant amount of work undertaken and knowledge of the matter by Mr Lee, the Council considered it proper that Mr Lee be asked if he would like to prepare a business case. The Clerk to write to Mr Lee, explain the situation, and ask.	Clerk
17/024	<u>To consider and decide next steps in relation to filling vacancies for Parish Councillors.</u> There are still three vacancies for Parish Councillors (one for each ward). It was agreed that Cllr. Royston would write an article for the Marshland Messenger. The Clerk to ensure that the website highlights the vacancies. Cllr. Pervin suggested that the Council would benefit from a ‘community engagement strategy’. He offered to draft such a strategy.	CR Clerk
17/025	<u>To consider a proposal from Cllr. Woodcock to prepare a report on the safety and future use of the Parish Land conservation area at Grange Road Adlingfleet</u> After discussion, the following motion was unanimously agreed: <i>That Cllr. Woodcock produce a report containing information regarding the Parish Land at Adlingfleet, rules regarding fencing/signage and potential costs and solutions for the council to consider. The report will be produced in readiness for the April 2017 Twin Rivers Parish Council Meeting.</i>	JW
17/026	<u>To consider a proposal from Cllr. Pervin to prepare a report on ‘The Future of Ousefleet Village Hall as a Twin Rivers Community Amenity’</u> After discussion, the following motion was unanimously agreed: <i>That Councillor David Pervin with the support of all members and members of the Ousefleet Village Hall Committee to Review and prepare a report on "The Future of Ousefleet Village Hall as a Twin Rivers Community Amenity" Cllr Pervin to report back on progress at the April 2017 meeting of the Council.</i>	DP

17/027	<p><u>To consider a proposal from Cllr. Pervin to prepare a report on available funding, fundraising, and grant aid opportunities</u></p> <p>After discussion, the following motion was unanimously agreed: <i>That Councillor David Pervin explores available funding, fundraising and grant aid opportunities and pathways at a local, district and national level and report back in the form of a matrices in readiness for the April meeting.</i></p>	DP										
17/028	<p><u>To consider a proposal from Cllr. Royston in respect of updating and developing the Parish Emergency Plan</u></p> <p>Cllr. Royston summarised current position with respect to the emergency plan. She explained that it not only requires updating (e.g. names of emergency committee members) but also requires developing (e.g. using lessons learnt). She did not feel able to take the project further and hoped that someone else may wish to volunteer.</p> <p>After discussion, no progress was made, and the matter is to be re-listed as an agenda item for the April 2017 Council meeting.</p>	Clerk										
17/029	<p><u>Finance</u></p> <p>The following was approved and agreed for payment:</p> <table border="0"> <tr> <td>a. Playpark inspection fee (22/12/2016)</td> <td>£50 + £10 VAT</td> </tr> <tr> <td>b. Savills (Sheffield Diocesan Board of Finance)</td> <td>£18.32</td> </tr> <tr> <td colspan="2">Rent (right of common over Cow Lane, Adlingfleet) 02/02/17 to 01/02/18</td> </tr> <tr> <td>c. Swinefleet Village Hall – hire of hall for meeting 20/12/16</td> <td>£18:00</td> </tr> <tr> <td>d. Swinefleet Village Hall – hire of hall for meeting 17/01/17</td> <td>£24.00</td> </tr> </table>	a. Playpark inspection fee (22/12/2016)	£50 + £10 VAT	b. Savills (Sheffield Diocesan Board of Finance)	£18.32	Rent (right of common over Cow Lane, Adlingfleet) 02/02/17 to 01/02/18		c. Swinefleet Village Hall – hire of hall for meeting 20/12/16	£18:00	d. Swinefleet Village Hall – hire of hall for meeting 17/01/17	£24.00	
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17/030	<p><u>Matters for information only</u></p> <p>Cllr. Fletcher provided an update on the derelict building on the corner of Justice Lane, Whitgift. Loose tiles had now been removed from the roof and the ground floor windows boarded up. DF is still awaiting a response from ERYC highways in respect of the scaffolding supporting the building and potholes on Justice Lane.</p>											
17/028	<p><u>To fix date. Time and venue of the next Full Council meeting</u></p> <p>It was agreed to hold the next meeting on 21st March 2017, 7:30 pm at Swinefleet Village Hall</p>	All										

The Chairman closed the meeting at 9.15pm.