

**Minutes of the TWIN RIVERS PARISH COUNCIL - Full Council - meeting
Tuesday 18th April 2017 at Swinefleet Village Hall - 7:30pm**

Present: Amanda Crossley (AC) Parish Councillor
Michael Dargan (MD) 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

17/045	<u>To receive and approve apologies for absence</u> None from Parish Councillors. ERY Councillor John Barrett had advised he was not able to attend.	
17/046	<u>To receive declarations of interest</u> None	
17/047	<u>Public participation</u> None	
17/048	<u>To approve minutes of the previous meeting</u> The Minutes of the previous meeting held on 21st March 2017 were approved (TH) and seconded (DF).	
17/049	<u>Matters arising (for information only)</u> All actions had been completed.	
17/050	<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 Mr Michael Dargan for co-option as a Parish Councillor (Ousefleet Ward). Mr Dargan was given the opportunity to address the meeting. The matter was then put to a vote and it was unanimously agreed that Mr Dargan be co-opted. Mr Dargan was given a copy of the code of conduct and standing orders and he signed the form of acceptance of office. Cllr. Dargan was given the disclosure form to be completed and returned to the Clerk within 21 days.	MD
17/051	<u>To receive reports form District Councillors</u> None.	
17/052 17/052.01 17/052.02	<u>Correspondence</u> Email dated 27/03/2017 from Ms Jill Barker Secretary Whitgift Church PCC re provision of dog waste litter bins. To be discussed under later agenda item (see 17/054). Email dated 11/04/2017 from the Playpark Inspection Co. seeking renewal of the 3 monthly safety inspection annual package (a total of £215 +VAT at 20%). Council agreed that requirement for 3 monthly inspection be checked by the Clerk and the Clerk to obtain prices for inspections from 3 suppliers. To allow time for this research, Council agreed that the next 3 monthly inspection only be booked with the Playpark Inspection Co.	Clerk

17/052.03	<p>Invitation from ERYC for a representative and guest of TRPC to attend the Civic Evensong at 7:15pm on Thursday 27th April 2017 at Beverley Minster.</p> <p>No Parish Councillor was available to attend and so the invite to be declined.</p>	
17/053	<p><u>Planning Applications</u></p> <p>17/01032/PLF 3 & 4 Easton Cottages</p> <p>The Council considered the application and raised no objections. The Clerk to reply accordingly.</p>	Clerk
17/054	<p><u>To consider the guidance published by ERYC in respect of dog waste and decide what action(s) to take.</u></p> <p>All Parish Councillors read and noted the guidance provided to Parish Councils by ERYC. The Parish Council had previously purchased four litter bins, now sited at various locations across the parish and it was confirmed that these can also be used for 'bagged' dog waste. The bins are emptied by ERYC. It is an offence not to clean up after your dog and ERYC had provided signs for display on lamp posts etc. The Clerk has a small stock of such signs and will bring them to the next meeting for issue. If residents have any information on owners not cleaning up after their dogs please contact the ERYC dog warden on (01482) 396301 or via their website.</p> <p>In considering the letter from Whitgift Church PCC (see 17/052.01), the Council confirmed that none of the existing litter bins are near the church. Given that the Church is adjacent the Reedness Parish Council boundary, the question was asked if the problem may result from residents from either parish, in addition to possible visitors from outside the area. The Clerk was asked to check with the Church PCC to find out if they had contacted Reedness Parish Council about the problem, before contacting Reedness Parish Council directly to ask if they might consider joint funding of a suitably placed litter bin.</p>	Clerk Clerk
17/055	<p><u>To review a report prepared by the Clerk on recent past correspondence between Reedness PC and TRPC re speeding and consider next steps</u></p> <p>Copy emails had come to light which clearly indicated both Reedness PC and TRPC saw benefit of co-operative working between the two parish councils. Unfortunately, the offer "<i>suggesting the two Parish Councils work together on the matter of traffic calming and proposed that Reedness Parish Councillors Mr King and Mr Jones meet with Parish Councillors from TR. The idea of possibly joint funding a camera was also mentioned</i>" contained in an email dated 09/11/16 from Reedness PC was never put before TRPC until tonight's meeting.</p> <p>After discussion, it was unanimously agreed that the Clerk should contact Reedness PC, apologise that no reply to their offer had been previously given, and confirm that Twin Rivers Parish Council would be keen to meet and discuss joint arrangements with respect to speeding and other possible joint interest matters.</p> <p>It was also agreed that the Clerk write to ERYC to seek an update in respect of when the proposed dragons teeth and other road markings would be applied (as proposed by ERYC in Aug 2016).</p>	Clerk Clerk
17/056	<p><u>To consider a request from the Clerk that the Council move a motion authorising the Clerk, on behalf of the Council, to sign-up the Council's Nat West bank account(s) for use with both a debit card and on-line banking</u></p> <p>The Clerk explained the reason for the request and after discussion the motion was unanimously agreed. The Clerk to action.</p>	Clerk
17/057	<p><u>To consider the matter of the Emergency Plan. Item (17/028) re-listed from the February 2017 meeting [Cllr Royston]</u></p> <p>Cllr Royston introduced the topic and gave background to the Plan's creation. After discussion, a number of key questions remained unanswered, including</p>	

	<p>the split between ERYC responsibilities and PC responsibilities, the role of other emergency services, what can and cannot be expected of a local plan, and what resources are available to create, maintain and deliver against any local (parish level) emergency plan.</p> <p>Cllr Royston agreed to re-look at the Emergency Plan in general and report back to Council on a future date.</p>	CR
17/058	<p><u>To authorise an increase in the Clerk's hourly rate of pay, from £7.20 to £7.50, in order to comply with the statutory minimum wage from 1st April 2017</u></p> <p>The matter was unanimously agreed, resulting in an annual change to Council budget of +£50.40. The Clerk to action.</p>	Clerk
17/059	<p><u>To consider a proposal from Cllr. Fletcher that Parish Councillors undertake an annual site visit/inspection of all land and building assets for which the Twin Rivers Parish Council has responsibility</u></p> <p>In introducing the topic DF explained that she felt the matter important in two parts:</p> <ol style="list-style-type: none"> 1. As an introduction, as and when a new Parish Councillor takes up the role 2. Annually, for Councillors to demonstrate due diligence in respect of matters for which they have responsibility <p>The proposal was unanimously agreed. It was pointed out that the Cow Lane Common management committee have regularly offered an annual invite for Parish Councillors to visit.</p> <p>The Clerk to arrange as and when appropriate.</p>	Clerk
17/060	<p><u>To review the Crime Report figures for March/April 2017 as provided by Humberside Police [Cllr. Pervin]</u></p> <p>Cllr. Pervin (DP) explained that he had been in contact with the PCSO for Twin Rivers area and asked that relevant crime reports were provided on a regular basis. DP hoped residents might find the information of interest and that the reports could be posted on the Council's website. The PCSO had offered to attend a Council meeting and the Clerk was asked to arrange a mutually convenient date.</p> <p>It was noted that two local house break-ins did not appear in the crime reports. All felt it was important the people could have confidence in the quality of the reports and that such matters could be discussed with the PCSO when at the meeting.</p>	Clerk
17/061	<p><u>To consider a proposal from Cllr. Pervin to assign 'Parish Councillor – Portfolio Leads' in respect of various topics</u></p> <p>Cllr. Pervin suggested assignment of lead responsibility for key areas of business/portfolio areas to Parish Councillors. In an effort to assist discussions, DP submitted the following non-exhaustive list:</p> <ul style="list-style-type: none"> • Planning Applications. • Highways, footpaths and bridleways. • Crime and Community Safety. • Press and Media. • Community Consultation and Engagement. • Financial Support, Fundraising and Grants. 	

	<ul style="list-style-type: none"> • Littering and Litter Bins. • Building and Land Assets (Cow Lane, Grange Road). • Village Hall and other Community Buildings. • Churches and Churchyards. • Recreation Facilities (play areas, benches, allotments). • Defibrillators. • Signage (danger signs, place names etc). • Finances Income and Expenditure. • Legal Matters. <p>Councillors should advise the Clerk if they wish to be identified with any of the suggested topic areas, or have ideas for additions or changes to the suggested portfolio list.</p>	All				
17/062	<p><u>Finance</u> (the following accounts were approved for payment and cheques signed)</p> <table> <tr> <td>Swinefleet Village Hall – hire of hall – Meeting 21/02/17</td> <td>£24</td> </tr> <tr> <td>Swinefleet Village Hall – hire of hall – Meeting 21/03/17</td> <td>£24</td> </tr> </table>	Swinefleet Village Hall – hire of hall – Meeting 21/02/17	£24	Swinefleet Village Hall – hire of hall – Meeting 21/03/17	£24	
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17/063	<p><u>Matters for information only</u></p> <p><u>To receive a report from the Clerk in respect of annual rent paid by Northern Powergrid.</u></p> <p>The Clerk reported that in February 2017 the Council received a payment from Northern Powergrid in the sum of £1.86. Similar payments had been received in previous years but nothing in the Parish Council records gave any indication as to what precisely the payment was for.</p> <p>On enquiry, Northern Powergrid provided a signed copy of an agreement dated April 1940 between Whitgift Parish Meeting and the then Yorkshire Electric Power Company for the placing of a strut on parish owned land Adj Moxon House, Whitgift. They were further able to advise that the equipment (the strut) had, in fact, been removed in 1988 and that payment to the Council should have ceased at that time. For the record, the Clerk confirmed that no further payments will be made and that Northern Powergrid do not intend to seek return of the 28 years of overpayment. A total of approximately £40. The Clerk to update the Council's records accordingly.</p> <p><u>To receive an update from Cllr. Woodcock in respect of the five year (amended to eight year) audit report approved at the Dec 2016 meeting.</u></p> <p>Cllr. Woodcock issued printed copies of the completed report to each Councillor. Consideration of the contents of the report will be included as an agenda item at the Council's full meeting in May 2017.</p> <p><u>To receive an update from Cllr. Pervin in respect of a report on 'The Future of Ousefleet Village Hall as a Twin Rivers Community Amenity' as approved at the February 2017 meeting.</u></p> <p>Cllr. Pervin (DP) confirmed that work on the report was progressing well. DP had been busy researching and collecting copies of files and records from both the Parish Council and the Village Hall Committee. DP particularly wanted to thank those members of the Village Hall Committee who had pulled together the necessary information. DP also reported on a productive meeting with the legal team at ERYC on the 6th April. There was still more to do but DP was hopeful of having the report ready for the May 2017 Council meeting.</p> <p><u>To receive an update from Cllr. Pervin in respect of a report on 'available funding, fundraising, and grant opportunities' as approved at the February 2017 meeting.</u></p>	Clerk				
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17/063.05	<p>Cllr Pervin confirmed that the work was ongoing. DP hopeful that the report would be available for the June 2017 Council meeting.</p> <p><u>To receive an update from Cllr. Pervin in respect of the Adlingfleet Defibrillator Business Case</u></p> <p>Cllr Pervin confirmed that the work was ongoing. DP hopeful that the report would be available for the May 2017 Council meeting.</p>	
17/064	<p><u>To confirm the date, time and venue of the 2017 Annual Parish Council Meeting</u></p> <p>The date for the 2017 Annual Council Meeting was confirmed as 7:30pm on Tuesday 16th May 2017 at Swinefleet Village Hall.</p>	All
17/065	<p><u>To confirm the date, time and venue of the next Full Parish Council Meeting</u></p> <p>The date for the next Full Parish Council Meeting was confirmed as 8:00pm on Tuesday 16th May 2017 at Swinefleet Village Hall.</p>	All
17/066	<p><u>A reminder that the Community Consultation Event is 1pm to 3pm Saturday 20th May 2017 at Swinefleet Village Hall</u></p>	All

The Chairman thanked all those in attendance and closed the meeting at 9.20pm.