

**MINUTES TO THE MEETING OF THWING & OCTON PARISH COUNCIL
HELD ON MONDAY 13TH MAY 2024 AT 7.00PM, AT
CHURCH ROOMS, CHURCH LANE, THWING**

Present; Cllr S Morrison (Chairman); A Frost; J Blott; M Jibson; W Turnbull; J Hare; E Harrison; T Lancaster; S Rounding (Clerk) 1 Member of the Public;

The Chair welcomes Members

Received apologies; Cllr Burdass is absent.

1049. To receive a Declaration of Pecuniary or Non-Pecuniary Interest – Cllr Morrison declared interest in 1054:iii

1050. To agree on minutes of the meeting held on the 8th of April and 17th of April 2024 – Proposed Cllr Lancaster, Seconded Cllr Harrison

1051. To agree to open the meeting to Ward Councillors and members of the public – One member of the public in attendance.

1052. Community for information and action

- i. To receive an update on the relocation of 30mph signs – To seek further support with Ward Councillor Dewhurst.
- ii. To receive an update on verge markers at Kilham Lane – Clerk Provided update, ERYC Job created.
- iii. Received a letter of thanks from Driffield school for the donation of £50 towards the Twilight Bus. Circulated and update
- iv. To Inform, Temporary Road closure – part of Octon Road, Thwing 17th – 21st June 2024 – informed and circulated.
- v. Parish and Town news May addition. Circulated

1053. Correspondence for information and action

- i. ERNLLCA Newsletter – Circulated, Clerk to look through HR section

1054. Finance

- i. To agree on receipts and payments to date – Proposed Cllr Blott Seconded Cllr Lancaster
- ii. To agree on bank reconciliation to date - Proposed Cllr Morrison Seconded Cllr Hare
- iii. To agree on payments as per schedule 2 - Proposed Cllr Turnbull Seconded Cllr Harrison
- iv. Approve Renewal quote for Zurich Insurance Premium **£241.00** – Proposed Cllr Hare Seconded Cllr Lancaster
- v. To agree on sponsorship of Thwing show classes and donation – Proposed Cllr Hare Seconded Cllr Lancaster all in agreement £20 donation.
- vi. To agree on alterations to Section 2 Accounting Statement for 2023/2024 Year-end due to an error in the calculation. Proposed Cllr Blott Seconded Cllr Lancaster.

vii. Approve Invoice for internal auditor **£65.00** – Proposed Cllr Harrison Seconded Cllr Turnbull

1055. Update on UK Shared Prosperity Fund Heritage Trail Application – Cllr Morrison Provided an update on plans to go ahead, funding agreed, but needs to propose a timescale.

1056. To discuss and agree on final arrangements for the D-day Event – All in agreement on the events for the evening, Councillors to share social media posts, Cllr Morrison to arrange some flyers.

1057. To agree, review draft policies

- Publication Scheme
- Member Development Policy
- Member and Officer Protocol
- Media Policy
- TOR for personnel committee
- Document Retention
- Environmental & Sustainability

Circulated policies, Proposed Cllr Frost Seconded Cllr Lancaster.

Clerk Left 8.05pm

1058. To discuss the Clerk's probationary period, agree permanent position and confirm the PayScale

Cllr Morrison proposed on behalf of the Personnel Committee that the 6-month probationary period of the parish clerk be concluded, and that written confirmation be sent to her that her position is now permanent. All agreed. It was further agreed that the clerk should be paid the full amount of working from home allowance as from her May salary. An annual appraisal will be conducted in November along with a salary review.

Meeting Closed: Signed as a true record

Chairman

Date.