**ROYDON PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Thursday 2nd March at 7pm.**

**In Attendance: Councillors: Suzi Pimlott (Chair), Neville Fletcher, Colin Manning, Keith Panks, Marc Starling and 1 member of the public.**

 **Clerk: Pippa Winson**

1. **To consider apologies for absence.**

Apologies received from Colin Nichols.

1. **To consider Requests for Dispensations from the restriction on participating in the discussion or voting on a matter in which a member has a Disclosable Pecuniary Interest.**

None.

1. **To approve the minutes of the Parish Council meeting on Thursday 5th January 2017.**

Having been circulated prior to the meeting, the minutes were accepted and signed as a true and accurate record by those present at the meeting.

1. **To record Councillors’ declarations of interest on Agenda Items.**

None.

1. **Public Speaking.**

None. Letter received from Hudson Fen Leisure requesting donation.

1. **Matters arising.**

C Nichols had contacted CGM as they sent a different contract to that agreed, this has now been resolved.

The BC owns the land and garages near the church. S Pimlott has asked whether the PC or PCC could take on the lease, the leases are renewed annually. The land should be used for access to the garages and the church users are permitted to use it, as long as the access to the garages is not obstructed. S Pimlott will give update at the next meeting.

1. **Correspondence received (for info only).**

PCC – letter requesting the PC contribute to maintenance of the churchyard.

NALC newsletter.

Clerk & Councillors Direct Newsletter

Various – via email

1. **Highways- note any matters to be reported to highways.**

Pothole on Hall Lane/Church Lane now filled. Additional pothole on Low Road, 5-6m in from the Station Road junction.

1. **Hudson Fen Leisure**

Donation request received. Annual meeting is next Thursday. Car boots will re-commence in April.

1. **Neighbourhood Plan**

No response to emails sent to M de Whalley. Agreed that letter be sent expressing disappointment at not getting a response and ask the outcome of the last meeting and proposed meeting dates.

1. **Risk Management Plan**

Plan which had been previously circulated agreed in principle but will review at next meeting.

1. **Asset Register**

Register reviewed. Need proforma to be completed in respect of each asset. Clerk will draft and will be reviewed at next meeting.

1. **Finance – receive update and agree cheques to be signed.**
2. Cheques: PCC - £500.00

Hall Hire - £78.00

Clerk’s expenses - £842.64, incl SLCC subscription.

VAT refund of £640.75 received.

1. All agreed to £15 contribution to SLCC membership.
2. All agreed to appointment of Malcolm Pearson as Internal Auditor.
3. **Roydon Common**

Risk Assessment proforma needs to be completed to include all risks.

1. **Planning**

Planning application ref 16/02024/F has been approved.

1. **To receive Councillors Concerns and items for next meeting agenda.**

Hudson Fen Leisure donation request.

1. **To confirm the date and time of the next Parish Council meeting – on Thursday 11th May 2017 at 7.00pm.**

Chairman ………………………………………. Date …………………………………

Meeting closed at 7.50pm.