



# Millington cum Givendale Parish Council

## Minutes of the Council Meeting

Tuesday 2nd May 2017 at 7:30pm in the Village Hall.

**Present:** Cllrs Burley (Chair), Brooks, Cargill, Francis, McConachie & Willoughby

**In Attendance :** Mrs Roberts

**Members of the public :** 1

### Public Participation.

Mr Pat Traill informed the council that he had checked the Council's accounts and all was in order. He also mentioned that his fee will be donated to the British Legion. The Council expressed their sincere thanks. Mr Pat Traill then left the meeting.

### 1434. Declaration of Pecuniary and Non- Pecuniary Interest

None

### 1435. Apologies

None

### 1436. Election of Chairman

Cllr McConachie proposed Cllr Burley, Cllr Francis seconded. All agreed.

### 1437. Chairman's Declaration of Acceptance

Cllr Burley & the clerk signed the Declaration of Acceptance

### 1438. Election of Vice Chairman

Cllr Burley proposed Cllr Cargill, Cllr Willoughby seconded. All agreed.

### 1439. Minutes Of Meeting Held On 4th April 2017

Cllr Francis proposed that the minutes for the meeting held on 4th April 2017 were approved and signed as a true record. Cllr Willoughby seconded. All agreed.

### 1440. Matters Arising (not otherwise noted on the agenda)

None

### 1441. Appointment of Representatives

#### Swineridge View

Cllr Brooks proposed Cllr Willoughby, Cllr Francis seconded. All agreed.

#### Parish Events Committee

Cllr McConachie proposed Cllr Willoughby, Cllr Burley and Cllr Cargill. Cllr Francis seconded. All agreed.

#### Millington Village Hall Committee

Cllr McConachie proposed Cllr Burley. Cllr Cargill seconded. All agreed.

#### ERNLLCA

The Council decided not to appoint a specific representative at this time, councillors would share this responsibility

#### Employment Committee

Cllr McConachie proposed Cllr Burley & Cllr Willoughby. Cllr Francis seconded. All agreed.



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## **1442.Appointment of two councillors to check accounts for audit purposes**

Cllr McConachie proposed Cllr Willoughby & Cllr Francis. Cllr Burley seconded all agreed.

## **1443.Meeting Schedule**

Cllr Cargill proposed the following schedule. Cllr McConachie seconded. All agreed.

Tuesday 6th June 2017 7:30 pm	No meeting in January
Tuesday 4th July 2017 7:30 pm	Tuesday 6th February 2018 7:30 pm
No meeting in August	Tuesday 6th March 2018 7:30 pm
Tuesday 5th September 2017 7:30 pm	Tuesday 3rd April 2018 7:30 pm
Tuesday 3rd October 2017 7:30 pm	Tuesday 24th April 2018 7:30pm (The Annual Parish Meeting)
Tuesday 7th November 2017 7:30 pm	Tuesday 8th May 2018 7:30 pm (Annual meeting of the Parish Council)
Tuesday 5th December 2017 7:30 pm	

## **1444.Standing Orders**

Cllr Willoughby proposed that the revised Standing Orders are approved. Cllr Brooks seconded. All agreed.

## **1445.Financial Regulations**

Cllr Willoughby proposed that the revised Financial Regulations are approved. Cllr Brooks seconded. All agreed.

## **1446.Accounts**

- The Council acknowledged receipt of the Internal Auditors report.
- Cllr Willoughby reported that he and Cllr Cheney had checked the accounts and found them all in order. One receipt was missing but rapidly found and provided
- Cllr Willoughby proposed that the final accounts are approved. Cllr Francis seconded. All agreed.

## **1447.Annual Return Assertion**

Cllr Willoughby proposed that the council respond positively to the first eight assertions (the ninth concerning Trust Funds does not apply.). Cllr Cargill seconded. All agreed. Cllr Burley completed the assertion on behalf of the Council.

## **1448.Annual Governance Statement**

Cllr Francis proposed that the Annual Governance Statement is approved. Cllr Brooks seconded. All agreed. The statement was signed and dated by the Chair and the clerk.

## **1449.Annual Accounting Statement**

Cllr Willoughby proposed that the Annual Accounting Statement is approved. Cllr Francis seconded. All agreed. The statement was signed and dated by the chair (having previously been signed by the Responsible Financial Officer)



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## 1450. Insurance Renewal

Cllr Francis proposed that the Council renew its insurance with Aon. Cllr Willoughby seconded. All agreed.

## 1451. Accounts & Financial Statement

Cllr Francis proposed that Cllr Willoughby verify the Bank reconciliation. Cllr Brooks seconded. All agreed. Cllr Willoughby noted that the Bank Reconciliation/Schedule of payments report would be better dated when the bank reconciliation was performed. In this instance the 26/4/17

Cllr Willoughby signed the bank reconciliation & bank statements as a true record of the council accounts. Current bank balances as of 26/4/17 were noted as:-

Community account	948.28
Business Premium account	785.96
Payments authorised at previous meetings that have not yet cleared	0.00
<b>Total Balance</b>	<b>1,734.24</b>

Cllr Francis proposed that the schedule of payments be approved and paid. Cllr Brooks seconded. All agreed.

ERNLLCA (membership fees)	237.85
Pat Traill (internal audit)	25.00
AON (insurance)	410.24
<b>Total</b>	<b>673.09</b>

Cllr Burley signed and dated the schedule.

The clerk reported that since the report had been prepared the Council had received its precept payment of £4300.

## 1452. Strimmer

Cllr Brooks proposed that Cllr Willoughby purchase a strimmer (up to a cost of £300 including safety equipment & accessories) for the maintenance of Swineridge. Cllr Cargill seconded. All agreed.

## 1453. Allotments

- a. Plot 2 - As many of the councillors know Mr Stanton, Cllr Burley & the clerk offered guidance regarding non-pecuniary interests. Essentially, the position is, if the public deem that a relationship exists between a councillor and a person who is affected by a decision the council make and the councillor does not declare a non-pecuniary interest, a complaint could be made against the councillor for a breach of the Code of Conduct.

Cllr Cargill proposed that in light of the issues raised, Council review the current Allotment Tenancy Agreement to ensure it is suitable for all our allotments. A new agreement would be effective from 1st April 2018. It will be issued to existing tenants by 1st March 2018; a letter to this effect will be sent to all tenants. This will also include a statement regarding the Council's legal right to issue a new contract each year as advised by ERNLLCA. Cllr Francis seconded. All agreed.



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Cllr Brooks proposed sending a separate letter to Mr Stanton, to acknowledge his concerns and in light of the issues raised, the Council will re-review the content of the agreement before next year. With regard to the current agreement, the Council's position is that paying this year's rent constitutes acceptance of the new agreement. The council will not be seeking to enforce any contentious clauses whilst the agreement is under review. Cllr Francis seconded. All agreed.

- b. Plot 1a - the clerk reported that ERNLLCA had advised that instead of using a Allotment Tenancy Agreement, the Council need to have in place an Agricultural Land Agreement. The Council decided to seek further advice before any decision is made on the matter.

## **1454.Highways**

Cllr Burley deferred item until next meeting.

## **1455.Village Plan**

Cllr Burley deferred item until the next meeting to give councillors time to study the questionnaire.

## **1456.Broadband**

Cllr Francis reported that a letter has been received by Givendale residents from Halifax Estates inviting them to a meeting regarding a local broadband arrangement.

## **1457.Annual Parish Meeting**

No actions were identified.

## **1458.Benches**

The clerk report that Mrs Holmes had agreed that the Broxap Borth seat looks like an excellent option, and is completely willing to meet the entire costs including a litter bin. She is happy to let the village choose the specific bench, with regard to size & colour etc. but would like to have input on the type of plaque and wording. The next step is to choose the site of the bench as this will effect the installation costs.

## **1459.Yorkshire Day/Summer Celebrations**

Cllr Burley was delighted to report that the events committee had a highly successful meeting. The group have decided to hold a summer event on 30/7/17. A detailed plan has been prepared,

## **1460.Parish Transport Champion**

Cllr Burley agreed to be nominated as the Transport champion.

## **1461.ERNLLCA Precept Questionnaire**

Cllr Willoughby proposed not to submit a response to the survey. Cllr Burley seconded. All agreed.

## **1462.Response To E-mails**

The council acknowledged receipt of listed miscellaneous correspondence in Appendix A. None of the emails needs to be retained. No further actions required.



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## 1463.Items For Next Agenda

- Highways
- Broadband
- Village Plan
- Councillor Vacancy
- Clerk Vacancy
- Allotments
- Strimmer

## 1464.Any Other Urgent Business

- a. Cllr Cheney Resignation - Cllr Burley formally acknowledged receipt of Cllr Cheney's resignation from the Council. She will write to thank Cllr Cheney for all her hard work during the ten years that she served on the Council. The vacancy has now been advertised. The Council will be notified by East Riding Council after 9th May if the Council are able to fill the vacancy by co-option.
- b. Clerk Resignation - Cllr Burley formally acknowledged receipt of Mrs Roberts's resignation. She also thanked her for all her hard work and her valuable contribution to the Council. The Council agreed that Cllr Burley & Cllr Willoughby should advertise the clerk's vacancy immediately.

## 1465.Next Meeting

The next meeting is on Tuesday 6th June 2017 at 7:30pm.

**Meeting closed at 9:25 pm**



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## Appendix A

Date Received	Brief Description	Original Sender	Action Required	Retain
28/3/17	Fwd: Parish Councillor Survey	Helena Golding	FYI	No
29/3/17	PC Invoice and other things	Camilla Inglis	Added to agenda	No
29/3/17	Community Road Wardens pothole repair volunteers	Mike Francis	FYI	No
29/3/17	GRANTfinder 4 Local Government: Share item (Hull and East Riding of Yorkshire - Comic Relief Community Cash)	ERYC	FYI	No
30/3/17	Save money on procurement for your local authority	PSE Online	FYI	No
30/3/17	NALC staffing	ERNLLCA	FYI	No
30/3/17	60 seconds with... LGA's Mark Lloyd	PSE Online	FYI	No
30/3/17	ERNLLCA Website photos	ERNLLCA	FYI	No
3/4/17	Bournemouth BC to pay out £400,000 as CEO position made redundant	PSE Online	FYI	No
3/4/17	FW: ERNLLCA - POWER CUTS	ERNLLCA	FYI	No
3/4/17	Tomorrow's meeting	Mike Francis	FYI	No
4/4/17	Security for local government advisory guide	PSE Online	FYI	No
4/4/17	April Newsletter	Pocklington Police	FYI	No
4/4/17	Make your community safer campaign	PCS UK	FYI	No
4/4/17	ERNLLCA District Committee meeting 19 April 2017	ERNLLCA	FYI	No
4/4/17	memorial bench	Irene Holmes	FYI	No
5/4/17	Ensure your council is compliant	SLCC	FYI	No
5/4/17	Standards Committee (Hearing) Agendas - 25 April 2017	ERYC	FYI	No
5/4/17	Funding for Millington cum Givendale Parish Council	AMV Playgrounds	FYI	No
6/4/17	Parish Transport Champions	ERYC	Added to agenda	No
6/4/17	GRANTfinder 4 Local Government: Share item (Armed Forces Day Grant)	ERYC	FYI	No
6/4/17	Combined Peninsula and East Yorkshire Local Councils Network event	East Riding Local Councils Network	FYI	No
6/4/17	One-tenth of councils cut social care spending by 25%, warns IFS	PSE Online	FYI	No



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Date Received	Brief Description	Original Sender	Action Required	Retain
6/4/17	Membership invoices	ERNLLCA	Added to agenda	No
8/4/17	Fwd: Safe and Sound Fund Information 2017-18	ERYC	FYI	No
10/4/17	GRANTfinder 4 Local Government: Share item (Energy Impact Awards Scheme)	ERYC	FYI	No
10/4/17	Church Noticeboards With New Thumblocks	Noticeboard Co.	FYI	No
10/4/17	GRANTfinder 4 Local Government: Share item (Neighbourhood Planning Grants and Support Programme 2015-2018)	ERYC	FYI	No
10/4/17	Council combines two executive roles to save over £400,000	PSE Online	FYI	No
11/4/17	Children's Play Areas	ERNLLCA	FYI	No
11/4/17	Standards Committee Agenda - 25 April 2017	ERYC	FYI	No
11/4/17	photos	ERNLLCA	FYI	No
11/4/17	GRANTfinder 4 Local Government: Share item (Places of Worship: Security Funding Scheme)	ERYC	FYI	No
12/4/17	Fwd: Safe and Sound Fund Poster	ERYC	FYI	No
18/4/17	DCM Wednesday 19th April	ERNLLCA	FYI	No
18/4/17	APR17-44 Millington	ERNLLCA	Added to agenda	No
18/4/17	Precepts - ERNLLCA needs your help.	ERNLLCA	Added to agenda	No
20/4/17	Dorset council postpones reorganisation referendum until after general election	PSE Online	FYI	No
21/4/17	GRANTfinder 4 Local Government: Share item (Community Business Bright Ideas Fund)	ERYC	FYI	No
24/4/17	Devolution or reorganisation: The debate on Oxford's future	PSE Online	FYI	No
24/4/17	Festival of St. John of Beverley	ERYC	FYI	No
24/4/17	Increase your public sector customer base	PSE Online	FYI	No
25/4/17	Why not impress your community by entering NALC's Star Councils 2017!	ERNLLCA	FYI	No
25/4/17	RE: Vandalised Noticeboards	Noticeboard Co.	FYI	No
25/4/17	Softwood vs Hardwood Playground Equipment	Kompan :td	FYI	No
26/4/17	The full Local Government Theatre has been announced for Health+Care 2017	PSE Online	FYI	No