**Millington cum Givendale Parish Council**

Minutes of the Council meeting held on Tuesday 1st May 2018 at 7.30pm in the Village Hall at Millington.

Present: Cllrs Burley, Cargill, Brooks and Berriman.

The meeting was opened by the clerk.

**OPEN FORUM**

Cllr Rudd was in attendance and informed the Parish Council (PC) of the Tour De Yorkshire on the 3rd May 2018. There will be road closures around Beverley as follows; A164 will be closed between 8.15am and 9am between Beverley and Skidby roundabout as well as between 2.45pm and 3.30pm. The race should reach Pocklington at approximately 4.06pm.

The next local council elections will be held on the 2nd May 2019.

ERYC have been awarded an extra £1.25 million for repairing potholes, this grant was applied for by ERYC.

ERYC are currently appointing new heads of services as follows; Street Scene – Paul Tripp, Environmental Services – Paul Berlotti (temporary). The Anti-Social Behaviour team can be reached on 01482 396380 during office hours.

Cllr Berriman asked Cllr Rudd if he could send the new urgent care treatment centres information to her. Cllr Rudd informed her that residents across ERYC should have received a leaflet detailing this which is why he had not forwarded the original email. All Cllrs confirmed that they had not received the leaflet. The clerk offered to forward the email on to all Cllrs. ACTION: Clerk to locate email with relevant information and forward to Cllrs.

Cllr Burley asked Cllr Rudd who is responsible for maintaining the grass verges. A resident has approached Cllr Burley and noted that it is difficult for them to maintain their hedgerow if the verges are not maintained. Cllr Rudd informed the PC that the best person to talk to regarding this is Ian Donaldson at ERYC. ACTION: Clerk to contact Ian regarding verge maintenance.

**Meeting started at 7.45pm.**

**1687: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**1688: Apologies** – Cllr Willoughby, McConnachie and Francis.

**1689: Election of a Chairman**

Cllr Burley proposed Cllr Cargill for Chair, Cllr Berriman seconded this and all were in agreement.

**Cllr Cargill took over chairing the meeting at 7.50pm.**

**1690: Chairman’s Declaration of Acceptance**

Cllr Cargill completed the relevant form and handed this to the clerk. ACTON: Clerk to send the new Chair information to Electoral Services at ERYC.

Cllr Cargill thanked Cllr Burley for her years of hard work as both Chair and Cllr. Cllr Burley confirmed that she would remain as a parish Cllr.

**1691: Election of Vice Chairman**

It was suggested by the clerk that this be deferred until next meeting when more Cllrs will be present. ACTION: Clerk to put this on next meeting’s agenda.

**1692: Appointment of Representatives**

Swineridge View – Agreed that Cllr Willoughby remain.

Parish Events Committee – Agreed for Cllr Burley to remain in addition to Cllr Brooks.

Millington Village Hall Committee – Agreed that Laura Burley remain.

ERNLLCA – The clerk offered to take this on, all were in agreement.

Treasurer - The clerk had previously suggested nominating a Treasurer, Cllr Willoughby had agreed he would take this role. Cllr Berriman noted that he would be unable to sign off on bank reconciliations according to the PC Financial Regulations. ACTION: Clerk to seek further advice on who would be able to act as Treasurer.

**1693: Meeting Schedule 2018/19**

All Cllrs agreed on the meeting schedule. The clerk handed a copy to Cllr Brooks to put on the noticeboard. ACTION: Clerk to send an electronic copy to Cllr Rudd.

**1694: Standing Orders – to adopt updated Standing Orders**

The clerk had previously circulated the amended version of this to the Cllrs prior to the meeting. The only amendment was to include the new ‘certificate of exemption’ form to the external auditors which is in effect from May 2018. All agreed to adopt the amended SOs. ACTION: Clerk to publish the new version on the website.

**1695: Financial Regulations – to adopt updated Financial Regulations**

The clerk had previously circulated the amended version of this to the Cllrs prior to the meeting. The only amendment was to include the new ‘certificate of exemption’ form to the external auditors which is in effect from May 2018. All agreed to adopt the amended FRs. ACTION: Clerk to publish the new version on the website.

**1696: Accounts and Finance Statement**

The clerk confirmed that the bank account balances as of the 23rd March 2018 were as follows;

Community account - £3870.22

Business account - £786.49

Income for the year 2017/18 - £75.65

Expenditure for the year 2017/18 – the clerk could not get a specific figure as some bank statements are missing and the balances of cheques paid and the last bank statement do not reconcile. The clerk queried a duplicate invoice that appeared to have been paid twice to the Village Hall. Cllr Berriman confirmed that cheque number 100565 for £66, dated 5th October 2017 was never cashed. This invoice was later paid by cheque number 100567 on the 6th February 2018. The clerk requested that Cllr Burley obtain a full financial years’ worth of bank statements from Barclays urgently so that she may reconcile the figures prior to the Annual Return being completed. She is unable to complete the ‘certificate of exemption’ until these figures balance. ACTION: Cllr Burley to obtain the required statements.

The clerk suggested that the finance spreadsheet be separated into simplified budget headings to assist with the completion of the next precept. She ran through a template of budget headings and advised that she would use these going forward. ACTION: Clerk to formulate budget spreadsheet and accounting for the last financial year for Cllrs to review.

The clerks contract was mentioned by Cllr Berriman in particular the notice period if the clerk were to leave. She asked the clerk if she would be happy to adopt a three month notice period given the infrequency of the meetings and to allow a sufficient handover. The clerk agreed to this and advised that she would send a model contract over to Cllr Cargill for her to populate. ACTION: Clerk to send contract to Cllr Cargill prior to next meeting.

**1697: Insurance Renewal**

The clerk has contacted AoN for a renewal quote and is waiting to hear back from them. The date for renewal is the 1st of June so the clerk has asked AoN for a grace period until this gets signed off at the next meeting. The clerk suggested using Came and Company as brokers for three quotes and bringing these to the next meeting to decide. ACTION: Clerk to contact Came and Company and progress this.

**1698: Minutes of the Meeting Held on the 3rd April 2018 –** Cllr Rudd made an amendment to a figure in the ‘Public Participation’ section and changed it from £2.53 billion to £2.53 million. The minutes were thensigned as a true and accurate record. ACTION: Clerk to amend the minutes and publish on website and send to Pocklington News.

**1699: Accounts –** The bank statements were signed by Cllr Burley and Brooks. There were two invoices, one from ERNLLCA and one for the Village Hall but these could not signed off as there were no signatories. The clerk asked Cllr Berriman to let the Village Hall know and she would contact ERNLLCA. ACTION: Bring invoices to the next meeting to get paid.

**1700: Matters Arising (actions outstanding)**

**Accounts –** Cllr Burley has not yet changed the address for bank statements to be sent to. ACTION: Carry over.

**Minutes** - The clerk has received a folder from Cllr Burley with the copies of signed minutes. ACTION: Clerk to go through the folder to see if there are any outstanding ones to be signed.

**Any Other Business** – The clerk has contacted ERYC about the missing comments from the planning portal and has been told that no comments were submitted online. The clerk explained to the PC that prior to her joining the PC there had been a technical step at ERYCs end that had not been completed which, could explain why they had not appeared, this has now been resolved. Cllr Burley stated that she had phoned ERYC and given the comments over the phone and had been assured they would be available on the portal. The clerk asked the PC how they wanted to proceed. Cllr Berriman stated that no further work need to be done and that she would give this update to the parishioner who had originally queried it.

The clerk asked Cllr Burley if she had located the notice board keys for Cllr Brooks, she confirmed that she had not as yet. ACTION: Carry this over to the next meeting.

**Dog-fouling on footpath –** The clerk has contacted Warter parish clerk again and has been informed that this will be discussed at their meeting in May.

**Memorial bench –** The clerk is in discussions with the lady who has requested this and the clerk will submit a completed request for this once the details of the plaque are confirmed. ACTION: Clerk to finish request.

**Highways –** The clerk contacted John Hannah about the beck at the bottom of Millington Hill but has had no reply. Cllr Rudd suggested contacting Rob Brown to progress this.

The clerk has asked for the exact location of the beck that needs clearing due to the work carried out by Yorkshire Water. There was some confusion about the beck in question so it was decided to defer this until Cllr McConnachie is present. ACTION: Carry this over to the next meeting.

The residents have been approached down Kilnwick Lane and Millington Lane and this was discussed in the open forum.

**Planning Applications -** The clerk submitted the PCs comments in relation to planning application number 18/00331

**Closure of the Old Council E-mail Account -** Cllr Burley has spoken to the previous clerk and was informed that she does not get many emails to that address. Given that the clerk has notified all relevant people with the new address, this action will be closed.

**Ash Tree at Swineridge**

The clerk has emailed John Hannah about this but is awaiting a reply. Cllr Rudd advised that she contact Ian Donaldson at ERYC. ACTION: Clerk to make contact with Ian prior to the next meeting.

**Defibrillator Installation**

The clerk researched whether you need a mobile phone signal to dial emergency services. She advised the PC that emergency services can be dialled if another network has signal in the village if your network does not. If there is no signal on any network in the area then no emergency call can be made.

Cllr Willoughby was not present to give an update on the funding or the location so this will be on the agenda for the next meeting.

**Matters Arising from the APM -** The clerk asked for further information about writing to ERYC regarding voluntary road repairs. Cllr Rudd confirmed that the clerk should contact Paul Berlotti. ACTION: Clerk to make contact prior to the next meeting.

Cllr Burley is yet to discuss with the clerk, compliance with the new regulations concerning the Data Protection Act. ACTION: Clerk to clarify legal position and how this will affect the PC.

**Minutes from PC meetings in Pocklington Post -** The clerk confirmed that she would start sending these from now on including the signed off April minutes.

**1701: Dog Fouling**

Cllr Cargill asked the PC if they should start using the yellow spray again to tackle the dog fouling. Cllr Brooks felt that signs would be of better use and some signs that were in the village have been taken down due to maintenance work. Cllr Berriman proposed that the PC order some new signs, Cllr Brooks seconded this. ACTION: Clerk to order six signs from ERYC.

**1702: Defibrillator Installation**

This was deferred until the next meeting to let Cllr Willoughby give his updates.

**1703: Website**

Cllr Brooks stated that himself and Cllr Burley are working together to structure the existing website more efficiently. They are currently working on the design and are aiming to focus it on the community. Cllr Brooks showed the PC the idea plan he has been working on which detailed new pages and the content index, he also advised that the website needs some more photos.

**1704: Highways**

Cllr Francis had forwarded some highway issues which had been circulated to all Cllrs prior to the meeting. It was agreed to defer these until the next meeting when the clerk had a comprehensive map of the village. ACTION: Clerk to obtain a detailed map of the parish.

Cllr Brooks noted that a blue rubbish bag had been left in the village after a recent organised run. ACTION: Cllr Cargill to find out who was responsible and ask that it be removed.

**1705: Yorkshire Day**

Cllr Burley updated the PC stating that the community ladies have offered to do the teas for the event. Cllr Burley is about to email all potential volunteers with a list of jobs.

Cllr Cargill asked if the village should have a road closure. Cllr Brooks felt that this would be a good idea. ACTION: Clerk to make contact with ERYC about a road closure on Main Street between Millington Lane and Church Lane on the 5th August and to obtain a price.

**1706: Neighbourhood Watch**

The clerk noted that it might be good practise to have someone sit on a local neighbourhood committee in order to feed back any issue to the PC. Cllr Rudd informed the PC that Maureen Yates would be a contact to approach regarding this as she is the Community and Crime Resilience Officer at ERYC. ACTION: Cllr Burley to contact Maureen for further information.

**1707: New Emergency Flood Line Number**

The clerk informed the PC of the new telephone number in use from the 1st of April; 0345 988 1188. There will be a message listing the new number when you dial the old number until October 2018. ACTION: Clerk to locate the PC Emergency Plan to amend the number and agenda updating the rest of the EP for the next meeting.

**1708: Allotments**

Cllr Berriman asked the PC if a resident of the village requires an allotment whether one would be made available, she felt it would be prudent to have clarification on this matter. ACTION: Clerk to agenda this for the next meeting.

Cllr Cargill asked the PC if the allotment rental agreements had been sent out yet. ACTION: Clerk to look for the tenancy agreements and agenda this for the next meeting.

Cllr Brooks asked when the last inspection was. Cllr Brooks proposed that an inspection be carried out and Cllr Berriman seconded this, all were in agreement.

Cllr Cargill handed the clerk a cheque for allotment rent from Mr Stanton. The clerk will hold this until the agreements are resolved.

**1709: Yorkshire Wolds Cycle Challenge**

The clerk had forwarded an email to all Cllrs prior to the meeting regarding the cycle challenge to taking place on Sunday 15th July 2018 between 11am and 4pm, it will be passing through Millington. The clerk asked if the PC would like to commemorate this at all. ACTION: Clerk to agenda this for the next meeting to be discussed further.

**1710: Items for the Next Agenda**

Election of Vice Chair

Election of Treasurer

Annual Return

Defibrillator Installation

Highways

Yorkshire Day

Allotments

Neighbourhood Watch

Village Plan

Clerks Contract

Insurance

Emergency Plan

**1711: Any Other Urgent Business (including correspondence)**

None.

**1712: Next Meeting -** 5th June 2018 at 7.30pm.

**Meeting closed at 9.12pm.**

Signed as a true and accurate record of the minutes.