**Millington cum Givendale Parish Council**

Minutes of the Council meeting held on Tuesday 4th September 2018 at 7.30pm in the Village Hall at Millington.

Present: Cllrs Francis, Cargill, McConachie and Burley.

The meeting was chaired by Cllr Cargill and assisted by the clerk.

**OPEN FORUM**

Cllr Rudd informed the PC that the ERYC compost giveaway has been the best so far which is down to the residents of East Riding. Currently ERYC have the highest rate of recycling in the country. Cllr McConachie asked where residents find out about the dates of the compost giveaways, Cllr Rudd informed her that she could contact County Hall. Cllr Cargill commented that this information could be put into Parish Matters.

Cllr Rudd informed the PC that ERYC have had the best year to date for composting. He went on the say that a new £4million business centre has opened in Hessle.

The Chairman of Councils Award ceremony took place in May where the Sports Award went to The Pocklington Dolphins and the Small Business Award went to Fangfoss Pottery.

ERYC have spent £2.5 million on repairing potholes so far this year. Surface dressing has happened on Millington and Givendale Hill and Greenwick and The Balk.

**Meeting started at 7.43pm.**

**1761: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**1762: Apologies** – None given but Cllr Brooks and Berriman were not present at this time.

**1763: Minutes of the Meeting held on the 3rd July 2018 –** Signed by Cllr Cargill as a true and accurate record.

**1764: Accounts**

Cllr Cargill handed the bank statements to the clerk. As the clerk has not had a statement for some time, she has been unable to reconcile these with the finance spreadsheet, she suggested that the statements be signed at the next meeting once this has been done. ACTION: Clerk to bring statements for signing to the next meeting.

Cheques were written and signed by the remaining signatory, Cllr McConachie for the following;

Samantha O’Connor - £9.00, chq no. 100577

Samantha O’Connor - £353.14, chq no. 100578

HMRC - £88.29, chq no. 100579

**1765: Matters Arising (no covered elsewhere on the agenda)**

**Accounts**

The clerk contacted Barclays as instructed by Cllr Willoughby but was informed they could not deal with her as she is not a signatory.

**Village Plan**

Givendale have not had their plans as yet. ACTION: Cllr Burley to give Cllr Francis these to distribute.

**Highways**

The clerk has spoken to ERYC about the grass verges throughout the village and Andy Harper has confirmed that these will be cut next week. ACTION: Clerk to check the exact verges that will be cut.

 **Approval of Locksmith**

The clerk has spoken to the insurance company who have informed her that the PC are insured for street furniture up to the value of £582 and that there is an excess of £250. Any resultant claim will not affect the premiums.

**Give Way Sign at Junction of Swineridge Hill and Grimthorpe Hill**

The clerk has had a response from Andrew Addison from ERYC stating that he is ordering a new sign and post for the junction of Givendale Hill/ Swineridge Lane. He is also arranging for the give way road markings to be re-painted at Givendale Lane/ Beacon Road junction and Grimtorpe Hill/ Swineridge Lane junction. These works should be carried out in the next couple of months.

**Cllr Berriman and Cllr Brooks arrived at 7.55pm with one member of the public.** Both Cllrs had been carrying out the annual allotment inspection.

**Cllr Cargill closed the meeting at this point and opened it up to Mr Stanton.**

Mr Stanton asked permission from the PC to fell several trees and to replace an existing shed on his plot with a new one.

Cllr Cargill informed him that the PC would consider his request and get back to him in due course. Mr Stanton left the meeting at this point.

**Cllr Cargill re-opened the meeting at 8pm.**

**Emergency Plan**

The clerk has spoken to ERYC who do not have a copy of any EP from Millington PC. The clerk suggested that she would populate a template she has and bring it to the next meeting for adoption. ACTION: Clerk to produce the EP and bring to next meeting.

Cllr Berriman noted that the concrete plinth for the memorial bench was now in place.

**1766: Allotment Tenancy Agreement Review and Adoption**

Cllr Cargill and Cllr Berriman met prior to the meeting as agreed in a previous meeting, to discuss the adoption of a new agreement. Cllr Cargill went through each section and asked for a majority vote on if the PC were happy with each clause. There was a query with section 5a. in terms of adequate insurance for each plot. The clerk confirmed the insurance stance that the PC have adequate public liability insurance for the land but each tenant would need their own cover for their individual plots. Cllr Berriman agreed that personal household insurance can sometimes cover allotments. Cllr Berriman suggested that the tenants oin the allotment association which has an annual cost but would provide adequate insurance cover. It was agreed that this should be confirmed in the covering letter that accompanies the new tenancy agreement. Cllr Burley proposed the detailed covering letter and Cllr Berriman seconded this, all were in agreement. ACTION: Clerk to draft a covering letter for the new agreement and circulate to all Cllrs prior to the agreements being sent out.

At this point the clerk asked the PC to make a decision on Mr Stanton’s earlier requests in the meeting.

Both Cllr Francis and Cllr Burley noted that the PC need to first identify who the trees belong to before granting any permissions. ACTION: Clerk to contact ERYC to determine who owns the trees that border the allotment and neighbouring farmers land. ACTION: Clerk to contact Mr Stanton to let him know that the PC are looking into this.

The PC discussed the new shed and Cllr Brooks proposed that a replacement be erected and Cllr Berriman seconded this, all were in agreement. ACTION: The clerk to draft a letter stating this decision on the proviso that any sheds are removed at the end of the tenancy.

The only other clause that was altered in the draft agreement was section h. where the words ‘fruit’ and ‘flowers were removed to make it about general cultivation.

Cllr Cargill asked if the PC were happy to adopt the new agreement subject to the changes made. Cllr Berriman proposed to adopt it, Cllr Brooks seconded this and all were in agreement. It was decided that this would be sent out once the changes had been made as a preview for adoption next year. ACTION: Clerk to send all contracts out upon receipt of the new one from Cllr Cargill alongside a covering letter. ACTION: Clerk to agenda outstanding allotment plot for next meeting.

**1767: Document Detailing Annual Events and Other Important Tasks** – deferred to next meeting.

**1768: Green Grit Bins**

Cllr Francis noted that ERYC have placed several grit bins around the parish in place of the slat heaps. ACTION: Clerk to check if these have cost implications for the PC.

**1769: Nomination of Transport Champion**

The clerk offered to take this role on. ACTION: Clerk to send the relevant form back.

**1770: Councillor Vacancy**

Cllr Cargill noted that in light of Cllr Willoughby’s resignation, the PC now have one vacancy but that she has had two expressions of interest. Cllr McConachie expressed that she wishes to resign as Cllr upon the banking situation being resolved. ACTION: Clerk to send vacancy form to ERYC and Cllr Brooks to place on the noticeboard. Cllr Cargill noted that she would put this information in the Parish Matters.

**1771: Account Signatories**

Cllr Cargill handed out the relevant forms for all Cllrs to complete and return to the clerk. ACTION: Clerk to send the complete mandate change pack to Barclays upon receipt of completed forms.

**1772: Parish Matters**

Cllr Cargill asked Cllr Burley to write a report on the Village Hall and Yorkshire Day.

Cllr Cargill informed the PC that moving forward she no longer has the time to dedicate to this and invited all Cllrs to contribute. All were happy to do so.

**1773: Yorkshire Day Report** – deferred until next meeting.

**1774: Repair of the Noticeboard** – deferred until next meeting.

**1775: Defibrillator Installation** – deferred until next meeting.

**1776: Planning Applications**

18/01485/PLF: Retention of agricultural buildings for the housing of livestock and storage of produce and farm machinery. Location: Millington Heights, Millington. The decision to grant planning approval from ERYC was read out by the clerk.

18/01487/PLF: Erection of general purpose agricultural building. Location: Millington Heights, Millington. The decision to grant planning approval from ERYC was read out by the clerk.

**1777: Any Other Urgent Business (including correspondence)**

The clerk noted that ERNLLCA had sent a letter stating that there was an under-representation at the East Riding West District Committee. The clerk asked if anyone wished to attend this. Cllr Burley commented that it would be beneficial and that she would attend. ACTION: Clerk to respond to ERNLLCA accordingly.

The clerk received an invitation addressed to the PC to meet the Police and Crime Commissioner for Humberside, the dates and times had previously been sent to the Cllrs and the clerk asked that if anyone wished to attend to let her know and she would respond on their behalf.

Cllr Cargill noted that it was previously minutted that the PC was going to consider supporting a Battlefields Commemoration event in November with a bonfire. However the PC have run out of time to register for this.

Cllr Berriman informed the PC of a considerable instance of fly-tipping at the top of Swineridge View which consist of building materials. Cllr Rudd noted that the clerk can report this to ERYC but that there may be a cost involved as it is on Parish Council owned land. ACTION: Clerk to report the fly-tipping and ask about costs to remove this. ACTION: Cllr Cargill to look into changing the combination of entry. ACTION: Cllr Cargill to include a note in the Parish Matters stating that no bonfires are to be held there without the consent of the PC. ACTION: Clerk to put this on the agenda for the next meeting.

**1778: Next Meeting – 2nd October.**

**Meeting closed at 9.21pm.**

Signed as a true and accurate record of the minutes.