**Millington cum Givendale Parish Council**

Minutes of the Council meeting held on Tuesday 5th June 2018 at 7.30pm in the Village Hall at Millington.

Present: Cllrs Cargill, Brooks, Burley, McConachie and Berriman.

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

**OPEN FORUM**

There was nothing discussed here.

**Meeting started at 7.30pm.**

**1713: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**1714: Apologies** – Cllr Willoughby, Cllr Francis and Ward Cllr Rudd.

**1715: Election of a Vice Chairman**

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

**1717: Insurance Renewal**

The clerk had circulated the proposed insurance documents prior to the meeting with the premium amount of £344.74. Cllr Berriman queried whether there was sufficient cover for Swineridge View and the annual bonfire. ACTION: Clerk to check with Came and Company.

Cllr Berriman proposed to pay the one year premium, Cllr Brooks seconded this and all were in agreement. ACTION: Clerk to notify Came and Company to proceed with insurance.

**1718: Minutes of the Meeting Held on the 1st May 2018 –** Signed by Cllr Cargill as a true and accurate record.

**1719: Historical Signing of Minutes**

The clerk handed hard copies of the minutes that needed signing for the audit. As Cllr Burley was Chair at the time of the minutes she signed each copy.

**1720: Accounts**

There were no bank statements to sign.

The clerk asked the PC to vote that Cllr McConachie sign the cheques without a secondary signature as some invoices had been outstanding for two months. Cllr Brooks proposed this and Cllr Burley seconded this. Cllr Berriman noted that cheques require two signatories and that they may not bank.

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

Millington Village Hall, £30, chq no. 100570

ERNLLCA, £243.19, chq no. 100571

HMRC, £115.21, chq no.100572

S.O’Connor, £460.85, chq no.100573

S.O’Connor, £9, chq no.100574

Came and Company, £344.74, chq no.100575

**1721: Matters Arising (not covered elsewhere on the agenda**

**Open Forum**

The clerk has forwarded the information relating to the new Urgent Care Treatment Centres to all Cllrs as required.

The clerk has contacted ERYC regarding the maintenance of the village grass verges. She has been contacted by Ian Donaldson who has passed her query onto Andy Harper. ACTION: Clerk to chase a response prior to the next meeting.

**Chairman’s Declaration of Acceptance**

The clerk has updated the Electoral Services Department with Cllr Cargills details.

**Appointment of Representatives**

The clerk contacted ERNLLCA about the need for a Treasurer on the PC and was told that no Cllr can be Treasure as the clerk is the employee of the PC and only they can be the Responsible Financial Officer.

**Meeting Schedule 2018/19**

The clerk sent a copy of the PC meeting schedule as requested to Ward Cllr Rudd.

**Standing Orders**

The clerk has published the adopted Standing Orders on the website.

**Financial Regulations**

The clerk has published the adopted Financial Regulations on the website.

**Accounts**

No Barclays statements have been received for the Annual Return so this was completed without them by the clerk.

The clerk brought a budget headings template to show the PC but it was agreed to carry this over to the next meeting as a separate agenda item. ACTION: Clerk to agenda this for the next meeting.

**Minutes of the Meeting Held on the 3rd April 2018**

The clerk amended the minutes as noted in the previous meeting and has published this on the website and sent them to the Pocklington News.

**Memorial Bench**

The clerk has completed the request for the memorial bench, (i.d no. 447893) and has updated Irene.

**Highways**

The clerk brought a copy of the parish map and distributed a copy to each Cllr. The location of the beck that requires clearing was determined a Ridings Beck near the junction out to Fridaythorpe. ACTION: Clerk to contact Yorkshire Water. Cllr McConachie advised that she would email the clerk the exact location.

Cllr Cargill confirmed that blue bag left after a recent running event had been removed.

**Ash Tree at Swineridge**

ERYC have contacted the clerk and stated that they are due to carry out a tree survey of all trees whether privately owned or owned by ERYC. This tree will be part of the survey and the findings will be reported back.

**Matters Arising from APM**

The clerk has had a response from ERYC about voluntary road repairs and they have advised that they would contact Cllr Francis to arrange a site visit.

The clerk has published a data protection privacy notice for both residents and employees on the website as required.

**Dog Fouling**

The clerk has ordered six signs as requested.

**Yorkshire Day**

The clerk has contacted ERYC about a possible road closure and is awaiting a reply. ACTION: Chase the progress of this prior to the next meeting.

**Neighbourhood Watch**

Cllr Burley has contacted Maureen Yates and is awaiting a reply. ACTION: Check the progress of this at the next meeting.

**1722: Appointing Signatories for Barclays**

Cllr Cargill asked the PC who would be willing to become a signatory. Cllr Brooks, Cllr McConachie and Cllr Cargill all agreed to becoming one, Cllr Berriman declined. ACTION: Clerk to check with Cllr Francis and report back to Cllr Cargill so that she can process the forms.

Cllr Cargill handed the clerk a personal details form to complete in order for the address of the bank statements to change to her address. ACTION: Clerk to complete this prior to the next meeting.

**1723: Asset Register**

The clerk had updated this and circulated it to all Cllrs prior to the meeting. All were happy with the list of assets. ACTION: Clerk to publish on the website.

**1724: Signing of Certificate of Exemption for Annual Return**

This was signed by the clerk and Cllr Cargill. ACTION: Clerk to send this to PKF Littlejohn before the deadline of the 11th June.

**1725: Approving Annual Governance Statements**

This was signed by the clerk and Cllr Cargill.

**1726: Approving Annual Governance Figures**

The clerk advised the PC that without the bank statements she was unable to reconcile the figures fully but will make a statement to this effect to the internal auditor. This was then signed by the clerk and Cllr Cargill.

**1727: Approval of Internal Auditor**

The clerk advised the PC that the internal auditor would charge between £150 and £200 to complete the audit. Cllr Burley proposed to go ahead with the internal auditor, Cllr Brooks seconded this and all were in agreement. ACTION: Clerk to send the complete audit pack to Emma.

**1728: Planning Application 18/01487 Erection of general purpose agricultural building at Millington Heights, Green Balk, YO42 1UB**

A vote was taken where two councillors abstained and the remaining Cllrs voted to neither object or support the application.

**1729: Village Plan Update**

Cllr Burley gave Cllr McConachie copes of the forms to distribute.

Cllr Burley noted that she had 29 completed forms returned so far and that there were a few left in Millington to pick up which she would do.

Cllr Cargill and Cllr Brooks offered to help number crunch once all the forms were back in.

**1730: Document Detailing Annual Event and Other Important Tasks**

Deferred to next meeting.

**1731: Signing of Clerks Contract**

This was signed by the clerk and Cllr Cargill.

**1732: Defibrillator Installation**

Deferred to next meeting

**1733: Website**

Cllr Brooks informed the PC that he had written a preliminary homepage and he read out a list of photos to publish.

Cllr Cargill advised Cllr Brooks to complete the sections he was working on and show the PC once it is published. Cllr Burley suggested reporting back on this in November.

**1734: Emergency Plan**

Deferred to next meeting.

**1735: Highways**

The clerk read out the response from Dave Berry at ERYC explaining the surface dressing works to be carried out as follows;

“The proposed surface dressing works will be carried out shortly, these works are the final surface to the roads that have been resurfaced.
The reason that these roads are being treated following the re surfacing of the roads is that the surface dressing is planned to take place following the surfacing works as the final carriageway surface we cannot apply the surface dressing in the same year as the new tarmac laid has a high percentage of bitumen this will react with the final surface dressing bitumen and cause the surface dressing to fail.
The surface dressing is designed to act as a sealing layer and adding improved skid resistance to the identified carriageways extending the life of the newer tarmac surface.”

It was agreed by the PC that ‘Highways’ be taken off the agenda as a standing item and discussed when an issue arises.

**1736: Yorkshire Day**

Cllr Berriman advised that help with the refreshments and the Treasure hunt have been sorted. Cllr Brooks has asked Cllr Burley to contact Lis if she can be of some help.

Cllr Burley noted that a poster has been designed and will be printed by Jill.

Cllr Brooks commented that the Morris dancing practises are due to start early June and by the end of July there will be further practises.

Cllr Cargill showed the PC the format for 2017 and a couple of things were removed but all were happy with the rest.

Cllr Burley stated that a master of ceremonies was needed. ACTION: Agenda Yorkshire day for the next meeting.

**1737: Allotments**

The clerk brought a copy of the tenancy agreement but could not find one for Frank Willis. ACTION: Clerk to contact previous clerk to see if this can be located.

It was agreed to leave the rent the same next year as this had not been discussed in time for the agreements to be sent out. ACTION: Clerk to send out the agreement.

Cllr Brooks suggested that the PC carry out an inspection. Cllr Brooks proposed this and Cllr Berriman seconded this, all were in agreement. Cllr Berriman suggested giving the tenants two months notice and inviting them to attend.

Cllr Cargill suggested carrying out the inspection at the end of the growing season, all agreed on the inspection being in September.

**1738: Yorkshire Wolds Cycle Challenge**

The clerk advised the PC of the upcoming cycle challenge coming through the village on the 15th July. ACTION: Clerk to send Cllr McConachie the route as requested.

Cllr Brooks proposed putting up bunting, Cllr Cargill seconded this, one Cllr agreed and two abstained. ACTION: Cllr Cargill to ask Rob to put up bunting.

**1739: Items for the Next Agenda**

The clerk stated that she would contact the Cllrs nearer the meeting for these.

**1740: Any Other Urgent Business**

Cllr Cargill commented that as the noticeboard is still not accessible she suggested getting a locksmith, all were in agreement. ACTION: Clerk to obtain three quotes prior the next meeting.

Cllr Cargill gave Cllr Brooks copies of the Parish Matters for distribution in Ousethorpe and Cllr McConachie copies for distribution in Grimthorpe.

**1741: Next Meeting – 3rd July**

**Meeting closed at 9.25pm.**

Signed as a true and accurate record of the minutes.