**Millington cum Givendale Parish Council**

Minutes of the Council meeting held on Tuesday 6th February 2018 at 7.30pm in the Village Hall at Millington.

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

Public Participation – None.

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

**Meeting started at 7.35pm.**

**1632: Declaration of pecuniary and non-pecuniary interest** – None.

**1633: Apologies** – Cllr Willoughby.

**1634: Minutes of the meeting held on the 2nd January 2018 –** Signed as a true and accurate record.

**1635: Accounts –** The bank statements were signed by Cllr Burley and Cllr Cargill. Payments were made for the following;

Millington Village Hall, £106, Chq no. 100567. As there was only Cllr Burley who was a signatory present to sign the cheque, all councillors agreed that she could take the cheque to Cllr Willoughby outside of the meeting in order that this could be completed. Cllr Burley took the cheque book with her. The invoices required both signatures at the next meeting. ACTION: Clerk to obtain signatures for the invoice at the next meeting.

**1636: Matters arising (actions outstanding) –**

Minutes - The clerk obtained advice from ERNLLCA stating that all minutes should be dated at a meeting where this can be recorded. Given that the PC have no signed minutes, the clerk suggested that she print these off for the last financial year and they can be signed at the next meeting. ACTION: Clerk to obtain copies of all minutes not signed in 2017/2018 and present these at the March meeting.

Road condition of Givendale Hill – The clerk has contacted John Hannah from ERYC and reported the state of the road but has not had a response to date. The clerk has also reported the numerous potholes on this stretch of road using ERYCs online system. The clerk asked who the ward councillor was for the PC so that she may escalate this. ACTION: Clerk to contact Councillor David Rudd and ask that he progress this. Cllr Berriman reported that the pothole at the bottom of Millington Hill has now been filled in. Cllr McConachie reported that the state of Grimthorpe Hill is also very poor due to numerous potholes on the left hand side leading out of the village. This has previously been reported but not rectified. ACTION: Clerk to contact ERYC to report the state of Grimthorpe Hill.

Any other business – The clerk obtained advice from ERNLLCA which stated that “it is best practice NOT to have AOB as a council can only discuss matters that are on the printed agenda.” This had been circulated to all cllrs prior to the meeting for their consideration. The clerk advised again that this should not be kept as a standing agenda item as the council would not be fully transparent. A vote was taken by the PC, Cllr Francis proposed that this be kept on, Cllr Cargill seconded this and all other members were in agreement.

Cllr Berriman mentioned that she had been approached by a resident who stated that the comments posted by the PC in relation to a planning application were not online. This has been a concern before as this is not the first time that comments have not shown up on the planning portal. ACTION: Clerk to check this with ERYC.

Cllr Francis asked if the precept had been increased as he was not present at the precept meeting and the previous figure was not detailed in the minutes. It was confirmed by Cllr Brooks that it had been increased. Cllr Burley is to provide Cllr Francis with the previous figure.

Cllr Berriman noted that the PC should have a permanent meeting in January to discuss the precept as the tax base isn’t released until late December so this could not be discussed in that meeting. It was agreed that it would beneficial to have this extra meeting and this will be discussed further at the next meeting.

**1637: Dog-fouling on footpath -** Cllr Cargill advised the PC that there was a significant dog fouling problem on Minster Way. As this is not in the PC itself, Cllr Cargill suggested that the clerk contact the clerk for Warter PC and ask them to look into this. ACTION: Clerk to contact Warter PC.

**1638: Ash tree at Swineridge –** This was deferred to the next meeting in Cllr Willoughby’s absence.

**1639: Defibrillator Installation** – This was deferred to the next meeting in Cllr Willoughby’s absence.

**1640: Memorial Bench –** As this was an item brought up in the village plan, both agenda item 1640 and 1641 were discussed together here. Cllr Burley stated that the village questionnaire had had reasonable success and that she is in the process of collating all the responses. One of the questions was about the siting of the memorial bench and options were listed in the plan. Cllr Cargill asked what the majority had voted for. Cllr Burley confirmed that it was for the green triangle of land listed. Cllr Berriman asked if the lady who had asked for the bench had specified where she would like it. It was noted that the bench is in memory of a walker and that the siting of it on the green triangle would be suitable as it is at the start of a walk. All were in agreement that the green triangle should be where the PC ask that this be located. ACTION: Clerk to contact ERYC and ask how this can be progressed.

Cllr McConachie stated that the plan had not been distributed in Givendale as yet.

Cllr Burley read out the highlights of the responses so far to the all cllrs.

**1641: Village Plan Update –** Discussed above.

**1642: Web site –** Cllr Brooks informed the PC that he is currently looking into how to edit the web site as a lot of the information is out of date, including the cllr details. ACTION: Clerk to remove the bonfire night event from the web site and update the cllr list.

Cllr Brooks noted that he wanted to simplify the navigation of the site and wanted to come up with a strategy for this. Cllr Cargill suggested that he edit and update the content and let the PC know once he has done this, there is no need for approval prior to any amendments.

**1643: Swineridge-** This was deferred to the next meeting in Cllr Willoughby’s absence.

**1644: Highways –** Cllr Berriman asked if ERYC were able to regularly check the beck at the bottom of Givendale Hill as it is constantly getting blocked and running across the road. Currently the PC have to report it each time it has blocked and when it is already causing a problem. ACTION: Clerk to check if this can be done or if there is a contact that can be reached for immediate action when this occurs.

It was reported by Cllr McConachie that on (unknown road) where the trees were cut back, the debris was thrown into the stream which will in time cause it to overflow. Cllr Burley noted that she asked Yorkshire water to cut these trees as the land belongs to them. Cllr Burley agreed to send the contact details to the clerk so that she could contact them to see if they would clear the stream of the branches. ACTION: Clerk to contact Yorkshire Water and report this.

Cllr Francis asked if the Village Inspection feedback forms had been completed. Cllr Burley confirmed that this needed doing. ACTION: Cllr Burley to complete the forms and send back to ERYC.

Cllr Brooks reported that there were overgrown tress on both Kilnwick Lane and Millington Lane that were growing into the road, causing vehicles to drive in the middle. Both belong to private properties so it was agreed that the residents be approached and asked to cut these.

Cllr Brooks advised the PC that there are two potholes on Millington hill. ACTION: Clerk to report these to ERYC.

**1645: Signing of the precept form** – The appropriate form was brought to the meeting and signed by the chair and the clerk as required. ACTION: Clerk to send the form to ERYC.

**1646: Items for the next agenda –**

Web site

Millington Matters (inclusion of diary of events and book club)

Village Matters

Yorkshire Day

Ash Tree at Swineridge

Defibrillator Installation

Swineridge

Number of Monthly PC Meetings

**1647: Any other urgent business -** Cllr Brooks asked Cllr Burley for the key to the noticeboard. ACTION: Cllr Burley to locate these and handover to Cllr Brooks.

Cllr Cargill asked that the clerk contact the lady in relation to the memorial bench and inform her that the PC support this and are progressing this. ACTION: Cllr Burley to give the clerk the contact details of the lady. ACTION: Clerk to make contact.

**1648: Next meeting** – 6th March 2018.

**Meeting closed at 8.45pm.**

Signed as a true and accurate record of the minutes