**Millington cum Givendale Parish Council**

Minutes of the Parish Council Meeting held on Tuesday 5th November 2019 at 7.30pm in the Village Hall at Millington.

Present: Ward Cllr Rudd, Cllrs Cargill, Cawood, Burley and Smith. Katie Burton and Mike Francis were also in attendance.

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

**OPEN FORUM**

Ward Cllr Rudd informed the PC that ERYC were currently preparing for a general election.

He notified the PC that The Balk from Whitemill Drive roundabout, will be closed from 8am Monday 11th November until Friday 29th November.

An article in the East Riding magazine relating to ‘getting ready for Winter’ details that ERYC have 21 grit lorries, 60 grit lorry drivers, 800 miles of road are covered with an average of 10,000 tonnes of salt being spread.

ERYC have four designated adult learning centres in Beverley, Bridlington, Cottingham and Goole. Cllr Cawood noted that this means that people now have to travel further to receive the classes.

ERYC are offering free car parking in all ERYC owned car parks for the first four weekends in December.

**Meeting started at 7.35pm.**

**2033: Welcome and Apologies –** None. Cllr Cargill welcomed the clerk back onto the PC.

**2034: Co-Option of Councillor**

Katie and Mike had both expressed an interest in returning to the council prior to the meeting. The PC have advertised the vacancies following ERYC procedure and timescales and have been authorised to co-opt two members. A second vacancy notice has been put on the noticeboards for the remaining seat. Upon confirmation from ERYC, the PC will be able to co-opt for this post also.

Cllr Cargill asked the PC if they were in favour of Katie being co-opted. All were in favour. Cllr Cargill welcomed Cllr Burton onto the PC.

Cllr Cargill asked the PC if they were in favour of Mike being co-opted. All were in favour. Cllr Cargill welcomed Cllr Francis onto the PC.

All relevant forms were signed and handed back to the clerk for processing. Cllr Burley handed the clerk her completed register of interests form at this point.

**2035: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**2036: Signing of Minutes from 13th September and October 1st, 2019.** The minutes from the 13th September were signed as a true and accurate record. There were some amendments made to the October minutes. ACTION: Clerk to amend the October minutes and circulate these for approval so that they can be published. ACTION: Cllr Burley to send an electronic copy to the clerk.

**2037: Matters Arising (including actions not covered elsewhere on the agenda)**

**Leaking Spring**

Cllr Cargill reported that the spring is working. Action now closed.

**2038: Accounts – include Barclays Internet Access**

The bank statement and reconciliation could not be signed as the clerk was unable to reconcile the statement with the finance spreadsheet. Cllr Cargill reported that Barclays have changed their internet banking and she was only able to get the most recent transactions for a pre-defined period. The bank statement obtained did not cover the period needed, so a payment of £60 could not be entered onto the finance spreadsheet. The clerk noted that the discrepancy was more than likely to be the cheque for the Village Hall (cheque no.100610) but she could not confirm this without the necessary bank statement. ACTION: Cllr Cargill to order a paper statement so that the clerk can reconcile the finances before the next meeting. ACTION: Clerk to get the bank statement and reconciliation signed at the next meeting. ACTION: Agenda bank mandate for the next meeting.

**2039: Review and Adoption of Financial Regulations**

The clerk had circulated the new document to all Cllrs prior to the meeting. All agreed that these should be adopted as the new regulations. ACTION: Clerk to publish these on the website.

**2040: Recording of Clerks Annual Leave**

A discussion was held whereby the PC agreed that the clerk could notify them of her intended leave in the meeting before she wishes to take it. The clerk at this point notified Cllrs that she will be on leave from the 21st to the 31st December and will be taking her remaining 3.4 hours entitlement during this period. Her annual leave resets on the 1st January 2020.

**2041: Parish Matters and Distribution**

Cllr Cawood asked the PC to consider how this is distributed and suggested that more people help with this. A discussion was held, and it was agreed that the parish would be split into sections with the possibility of a rota. Cllr Cawood will be reminding residents in the Parish Matters that an electronic version is available on the PC website.

The next issue is due out in December. A query was raised as to who the current contact is for the Church. ACTION: Cllr Burley to obtain this information.

**2042: Review of Emergency Plan**

The clerk had populated the new template and circulated this to all Cllrs prior to the meeting. The locations of the noticeboards were confirmed, and some Cllr contact details. All were in agreement that this should be adopted. ACTION: Clerk to amend the plan with the updated details and publish on the website as well as send a copy to ERYC. ACTION: Clerk to print off a hard copy for both emergency boxes.

**2043: Estimate of Rough Sleepers**

The clerk had circulated an email from ERYC relating to the annual estimate of those sleeping rough within the East Riding of Yorkshire on the evening of Tuesday 19 November into the morning of Wednesday 20 November. It was discussed and agreed that the clerk would respond with a value of 0 unless otherwise instructed by the PC.

**2044: Polling District Review**

This was briefly discussed, and it was agreed that this remain at the Village Hall. ACTION: Clerk to complete the survey accordingly.

**2045: Election of Vice Chair**

Cllr Cargill proposed to nominate Cllr Burley, Cllr Francis seconded this, and all were in agreement.

**2046: Village Plan**

The plan was reviewed, and Cllr Burton suggested adding a ‘completed’ column so that that PC can track the progress of the actions. It was decided to address three issues that are outstanding at the next meeting and report on their progress. ACTION: Clerk to amend the plan as suggested and agenda this for next time.

**2047: Vote of Thanks to Chair**

Cllr Burley wanted to formally thank Cllr Cargill for her hard work and guiding the PC successfully through the recent difficult situation. Cllr Burton and Ward Cllr Rudd both echoed this. Ward Cllr Rudd suggested that considering recent events that a small personnel committee be formed for such matters. Cllr Burley reported that discussions relating to this had already started with Cllr Cargill.

Cllr Smith noted that even though it had been a challenging time, the PC had received a positive outcome.

**2048: Ash Tree at Swineridge**

Cllr Cawood has contacted a second contractor but has been told that their machinery is too big for the job. So far, the PC have approached two contractors. ACTION: Clerk to contact Halifax Estates for the third contractor as required. ACTION: PC to decide at the next meeting who is given the contract.

**2049: Dog Bin Installation**

The clerk has spoken with ERYC and they have advised that they do not install dog waste bins. They will install a general waste bin for this purpose at £272.16 + VAT with a £105 installation fee. A site survey would be needed to see if the location is suitable. All agreed that the survey should be carried out with the intention of installing a bin. Cllr Cawood stated that she was happy to meet with ERYC at the site if required. ACTION: Clerk to contact ERYC and progress this.

**2050: Correspondence**

The clerk had circulated an email relating to Councillor allowances prior to the meeting. No Cllr was interested in receiving an allowance for their duties.

The clerk has received an email from a representative of YorSwitch which is a service provided to assist people in saving money on electricity and/ or heating oil. There will be sessions as listed below where members of the public are able to attend for advice;

Monday 11 November 9:30am - 12 noon, Cottingham Centre, Market Green, Cottingham HU16 5QG

Tuesday 12 November 9:30am - 12 noon, Hedon Centre, 31 St Augustine's Gate, Hedon, Hull HU12 8EX

Wednesday 13 November at 9:30am - 12 noon, Brough Petuaria Centre, 10 Centurion Way, Brough, HU15 1DF

Wednesday 13 November 2:00pm - 4:00pm, East Riding Leisure, Beverley, Flemingate, Beverley HU17 0LT

Thursday 14 November 9:30am - 12 noon, Pocklington Pocela Centre, 23 Railway Street, Pocklington, YO42 2QU

Thursday 14 November 2:00pm - 4:00pm, Driffield Centre, Cross Hill, Driffield, YO25 6RQ

Friday 15 November 9:30am - 12 noon, Haltemprice Library & Customer Services Centre, 120 Springfield Way, Anlaby, HU10 6QJ

The clerk noted that in light of the two recent resignations, ERYC have reached a decision of ‘no further action’ in relation to the recent complaint made by the clerk to the ERYC Monitoring Officer.

**2051: Community Issues**

Cllr Cawood asked if the issues raised on the Village Walkabout had been resolved yet. The clerk advised that she would send the schedule of works to Cllrs for them to review. Ward Cllr Rudd noted that he would escalate any works that are outstanding.

Cllr Francis reported that u3a in Pocklington offer adult learning courses. He will obtain further information for inclusion in the Parish Matters.

Cllr Francis noted that Beacon Road seems to have been downgraded from a road that was previously gritted but there are several grit bins on this road. Ward Cllr Rudd stated that if there are grit bins present then ERYC expect residents to grit the area. Cllr Francis stated that he would check the grit levels in the bin.

Cllr Cargill asked that the following items be put on the next agenda;

* Bonfire Night Report (to include food allergens on risk assessment)
* Facebook and website
* Defibrillator
* Clerks Contract

**2052: Date of Next Meeting** – 3rd December at 7.30pm.

**Meeting closed at 8.55 pm.**

Signed as a true and accurate record of the minutes.