**Millington cum Givendale Parish Council**

Minutes of the remote Parish Council Meeting held on Tuesday 1st September 2020 at 7pm via Zoom.

Present: Cllrs Burley, Smith, Cawood, Burton and Swanborough. Ward Cllr Hammond and one member of the public were also present.

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

**OPEN FORUM**

Nothing was discussed here.

**Meeting started at 7.03pm.**

**2153: Welcome and Apologies –** Cllr Francis had given his apologies to Cllr Cawood prior to the meeting.

**2154: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**2155: Co-option of a Councillor**

Jackie Willoughby had expressed an interest in becoming a Councillor prior to the meeting for the PC to consider. A vote was taken, and Cllr Burton proposed to co-opt Jackie, Cllr Swanborough seconded this and all agreed. The clerk asked Cllr Burley to sign the ‘declaration of acceptance’ form and drop this round to Jackie for her to counter-sign. ACTION: Clerk to send all the relevant completed forms to ERYC once she has received the declaration of acceptance form.

**2156: Approval of Minutes of Last Meeting**

It was agreed that these were a true and accurate record.

**2157: Matters Arising (including actions not listed on agenda)**

**Change of use of two paths to ‘restricted byway, and to ‘bridleway’**

The clerk asked if any progress had been made regarding the change of use application. She confirmed she had received nothing official relating to this change. It was confirmed that nothing had been done so far. ACTION: Cllr Burley to send the clerk a letter relating to this. ACTION: Clerk to write a letter of concern from the PC once she has received the information from Cllr Burley.

**Replacement trees at Swineridge**

The clerk has asked ERYC for a list of suitable trees to plant in this area but has not heard back yet. The clerk asked the PC how they wanted to proceed. Cllr Cawood volunteered to get a quote for copper beech trees when she obtains a quote for the replacement trees for the allotment hedge. ACTION: Cllr Cawood to provide quotes at the October meeting.

**Allotment boundary hedge**

ACTION: Cllr Cawood to provide a quote at the October meeting.

**2158: Accounts**

The clerk had circulated the accounts spreadsheet prior to the meeting. She informed the PC that she still has not received an up to date statement so was unable to reconcile the finances. The schedule of payments was also sent as follows.

Samantha O’Connor – cheque no. 100642 (clerks’ salary)

HMRC – cheque no. 100643 (clerks’ PAYE)

Emma Fletcher - £168 (internal audit)

Chris Milton -£131.46 (electrical works associated with defibrillator)

The clerk stated that the last two cheques have not been written yet as she is waiting for more signed cheques from Cllr Burley. ACTION: Clerk to ensure payment of the outstanding invoices as soon as she is in receipt of the cheque book.

**2159: Village Spring Update**

Ward Cllr Hammond informed the PC that he has been liaising with the area engineers who conducted the site visit. He confirmed that ERYC will send an investigative camera through the pipework in October and will update the PC with the findings.

A resident has approached Cllr Burley about a drain outside her house that cannot cope with the amount of rainwater and is concerned that the excess water may eventually enter her house. Ward Cllr Hammond stated that he is aware of this issue and is currently looking into it. ACTION: Ward Cllr Hammond to report back with an update in the October meeting. ACTION: Cllr Burley to inform the two residents who reported these issues of the progress so far.

**2160: Parish Matters Distribution and Further Articles**

Cllr Cawood has sent a draft of the Parish Matters to all Cllrs and asked if everyone was happy for it to be printed. All agreed that this was ready for distribution. Cllr Cawood stated that she would be in touch once she has the copies to organise distribution. ACTION: Clerk to publish the final copy on the website.

**2161: Website Accessibility**

The clerk informed the PC that ERYC will be updating some of the Parish Council websites that they manage. A new styling sheet will improve the website accessibility to come in line with new regulations. It is a requirement that all websites created before the 23rd September 2018, comply with these regulations by 23rd September 2020. The clerk confirmed that these changes may cause some minor disruption to the website.

**2162: Internal Audit Report**

The clerk had forwarded the report to all Cllrs prior to the meeting. The clerk confirmed that there were no recommendations from the internal auditor and that the financial controls that the clerk has in place are in order.

**2163: Election of Vice Chair**

This was deferred until the next meeting. ACTION: Clerk to put on the October agenda.

**2164: Community Issues**

The clerk noted that planning application 20/00957/PLF at Clay Cottage, Martin Lane has been approved BY ERYC.

Cllr Smith reported that there has been an increasing number of cyclists coming into the village from The Pastures riding 2 and 3 abreast. The speed in which they enter is dangerous as well as being a hazard to other road users. Ward Cllr Hammond stated that this was a common issue for rural villages and suggested that this was more of a police issue. ACTION: Clerk to contact the ERYC Highways department and ask if anything can be done to stop this.

Cllr Smith informed the PC that visibility at the junction of the crossroads is poor due to the overgrown hedges. Cllr Cawood volunteered to speak to a resident about organising the cutting of these. ACTION: Ward Cllr Hammond to investigate this issue and report back to the PC.

Cllr Burley noted that the quantity and severity of potholes on Millington Hill required attention. ACTION: Ward Cllr Hammond to progress the repair of this area.

**2165: Date of Next Meeting –** 6th October, 7pm via Zoom unless otherwise stated on the agenda.

**Meeting closed at 7.40 pm.**

Signed as a true and accurate record of the minutes.