**Millington cum Givendale Parish Council**

Minutes of the Parish Council Meeting held on Tuesday 3rd March 2020 at 7.30pm in the Village Hall at Millington.

Present: Ward Cllr Rudd, Cllrs Cargill, Francis, Burley, Burton and Smith.

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

**OPEN FORUM**

Nothing was discussed here.

**Meeting started at 7.37pm.**

**2109: Welcome and Apologies –** Cllrs Cawood and Swanborough had sent apologies prior to the meeting.

**2110: Declaration of Pecuniary and Non-Pecuniary Interest**

Cllr Cargill declared an interest in agenda item number 2116.

**2111: Signing of Minutes from 4th February 2020.**

These were signed as a true and accurate record.

**2112: Ward Cllr Report**

ERYC have set the council tax which has seen an increase of 3.99%. The council tax for a Band D property in Millington will now be £1862.77.

ERYC have launched a new website at humberisphn.nhs.uk detailing illnesses and how to treat them. A flyer was handed to Cllr Burton to post the information on Facebook.

Shiptonthorpe roundabout will be completed by March 2020 at a cost of £3.9 million. £3.12 million of this has been funded by the Local Enterprise Partnership.

**2113: Matters Arising (including actions not covered elsewhere on the agenda)**

**Hazardous Conditions on Givendale Hill**

The clerk has spoken to the Halifax Estates manager who has conducted a site visit and noted that the surplus water is due to a blocked culvert that belongs to ERYC. He suggested that the clerk speak to Andrew Addison regarding this. ACTION: Clerk to contact ERYC.

Cllr Francis reported that the tree boughs on Givendale Lane have still not been cut. ACTION: Clerk to check the I.D number of the original report and chase this and copy Ward Cllr Rudd into the email.

**Ash Tree at Swineridge**

ACTION: Cllr Francis to update the PC with a quote at the next meeting.

**Accounts**

Cllr Burley is taking the addition of signatories forward. The clerk confirmed that both Cllr Cawood and Swanboroughs applications were not processed in time and have not been successful. ACTION: Cllr Burley to update the PC on the progress of this at the next meeting.

Cllr Cargill handed the clerk the forms to gain her online access to the account. ACTION: Clerk to complete these by the next meeting and take her I.D into Barclays.

**Gaps in Church Fence**

The clerk had drafted a letter to the PCC but had not sent this as she was waiting for the correspondence address. Cllr Burley confirmed that she had since spoken to the PCC and is waiting to hear back from them. The suggestion was put forward that hedges should be planted on either side of the metal railings in addition to another hedge to fill a new gap. ACTION: Cllr Burley to update the PC at the next meeting.

**Conservation Group**

Cllr Cargill asked if the resident who had approached the PC enquiring as to whether the Parish could achieve a conservation status had been responded to. ACTION: Clerk to look through previous minutes and update the PC.

**2114: Accounts Including Setting of Budgets**

The clerk had circulated advice from ERNLLCA prior to the meeting confirming that she can make an amendment to her contract to change the frequency of pay to monthly from quarterly. Cllr Burton proposed to approve this amendment, Cllr Cargill seconded this and all agreed. Cllr Burton signed the variation documentation.

The clerk had calculated the following budgets for 2020/21 and circulated these prior to the meeting:

Salary and Expenses - £2245

Running Costs - £1200

One off items/ contingency - £1000

Defibrillator - £180

The clerk explained that these had been set after analysing last years spending and allowing for future PC projects.

The bank statement and reconciliation were signed by Cllr Cargill.

The schedule of payments was signed and approved by Cllr Cargill and Burley.

Cheques were written and signed for the following:

ERYC - £452.59, cheque no. 100617 (installation of litter bin)

Samantha O’Connor – expenses, cheque no. 100618

Samantha O’Connor – salary, cheque no. 100619

HMRC - £62.20, cheque no. 100620 (clerks PAYE)

**2115: Village Plan Actions**

The outstanding actions were discussed, and Cllr Cargill confirmed that she has been liaising with ERYC regarding several areas on the plan. The clerk asked what, if anything, could be done by the PC on the issues of poor mobile phone signal, low speed of broadband, transport services and the provision of the emergency services. It was agreed that the issues surrounding the transport and emergency services was outside of the PCs remit. ACTION: Clerk to update the plan accordingly. ACTION: Clerk to agenda this for April. ACTION: Clerk to write a summary of the progress of the actions so far.

**2116: Allotment Vacancy**

The clerk noted that she had sent two of the contracts out but has not sent the third one due to a letter she had received from the resident who will be taking this on in April. The letter states that part of the hedge has died and requires replacing. In addition, there are still some tree roots left from the current tenant. ACTION: Clerk to write to the current tenant asking for the plot to be restored and for the outstanding payment to be paid before the 1st April. ACTION: Clerk to send contract out to the new tenant.

**2117: Adoption of Co-option Guidance**

The clerk had produced this guidance and circulated the document prior to the meeting. Cllr Cargill proposed to adopt this, and Cllr Francis seconded the approval, all agreed. Cllr Burley noted that this would replace the existing guidance. ACTION: Clerk to publish the document on the PC web site.

**2118: Town and Parish Council Charter Consultation**

The clerk had sent a copy of the draft charter to all Cllrs prior to the meeting. She explained that if Cllrs agreed that this would be adopted after the final charter was drawn up. She asked if the PC wanted her to complete the survey, all agreed that she should. ACTION: Clerk to complete the survey and report back to the PC with any feedback. ACTION: Clerk to agenda this for the next meeting.

**2119: Parish Matters Articles**

Topics for inclusion were finalised and Cllr Burley produced a list to send to Cllr Cawood.

**2120: Approval of Meeting Dates**

These had been circulated prior to the meeting and all were happy with the schedule. The clerk handed the schedule to Cllr Francis and Cargill to put on the notice boards. ACTION: Clerk to publish this on the website.

**2121: Yorkshire Day Including Risk Assessment**

Cllr Burton discussed areas on the risk assessment (RA) with all Cllrs and this was duly amended. Cllr Burton will update the assessment and send the final copy out to all Cllrs for approval. ACTION: Clerk to send a copy of the RA to the insurance company prior to the event.

The date of 2nd August was decided for Yorkshire Day. ACTION: Cllr Burley to send a list of tasks to all Cllrs for allocation. ACTION: Clerk to look for Yorkshire Day information in files. ACTION: Clerk to agenda for the next meeting. ACTION: Clerk to complete the road closure forms before the next meeting.

**2122: Village Conservation Group**

This had been discussed under agenda item 2115 and it was agreed that the PC should progress a ‘quiet road scheme’ rather than a conservation group.

**2123: Defibrillator Update**

Cllr Burley noted that this has now been paid for and is on its way. She is currently waiting for information on training. The defibrillator will have a sticker stating that it has been donated by members of the pub quiz teams at The Gait Inn and Yorkshire Air Ambulance and it will be maintained by the Parish Council. The clerk suggested adding that it is maintained by the PC. Cllr Burley volunteered to carry out the weekly checks. ACTION: Clerk to send the log to Cllr Burton.

**2124: VE Day Commemorations**

Cllr Burley is waiting for confirmation from the Church on details of the service. ACTION: Cllr Burley to contact a parishioner about the use of her vehicles. ACTION: Agenda ‘delegation of tasks’ for the next meeting.

**2125: Correspondence**

Cllr Francis reported that he had attended the recent ‘Wolds Against Rural Crime’ meeting in Thixendale. This is a new group set up to tackle rural crime. There was a good turnout from people from both North and East Yorkshire. The current method of communicating real-time incidents is via WhatsApp but the Chief Constable of Humberside Police has recently banned the use of this medium for all officers. One of the issues raised was the difference in how North Yorkshire police and Humberside Police deal with rural crime. ACTION: Cllr Francis to produce a summary of the meeting for publication in the Parish Matters.

Cllr Francis reported that Pocklington History and Heritage group were meeting on the 19th March at 7.30pm at the Old Court House.

**2126: Community Issues**

Cllr Cargill asked if the PC should run another dog foul spraying campaign. It was agreed that Cllr Cargill and Burton would carry this out at Easter time. ACTION: Agenda this for the next meeting.

**2127: Date of Next Meeting** – 7th April at 7pm for the Annual Parish Meeting followed at 7.30pm for the regular Parish Council Meeting

**Meeting closed at 9.19 pm.**

Signed as a true and accurate record of the minutes.