**Millington cum Givendale Parish Council**

Minutes of the remote Parish Council Meeting held on Tuesday 3rd November 2020 at 7pm via Zoom.

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

The clerk spoke to Cllr Burley on the phone and she confirmed she was having technical issues.

The meeting was opened by Cllr Willoughby and assisted by the clerk.

**OPEN FORUM**

Ward Cllr Hammond reported that Swineridge Lane has now been resurfaced.

The CCTV sent through the spring identified a blockage which has now been cleared, and he is now waiting for the findings of the structural survey. Ward Cllr Hammond noted that he is still waiting for confirmation on who owns the land behind Spring House.

**7.08pm Cllr Burley connected to the meeting.**

Cllr Burton reported that after the resurfacing works there is now a puddle of standing water on the back road of the village behind the new house. It was thought that prior to the works, there was a gully dug into the soil to allow surface water to flow away but it seems that this has been filled resulting in a large puddle. Cllr Smith echoed this and felt that in addition, while ERYC were re-surfacing the road, it would have been beneficial to install a drain on Givendale Road at the T-junction at the bottom to remove the excess water. Ward Cllr Hammond noted that the priority would have been to make the road useable first and foremost. ACTION: Ward Cllr Hammond to report the water issue to ERYC. Cllr Smith noted the huge improvement to the road and Cllr Burley thanked ERYC for the work carried out. Cllr Willougby also thanked ERYC for resurfacing the car park.

The resident in attendance commented that she had been liaising with the ecclesiastical board and has confirmation of the land ownership behind Spring House. ACTION: Clerk to forward this information to Ward Cllr Hammond upon receipt.

**Meeting started at 7.15pm. Cllr Burley took over from Cllr Willoughby at this point.**

**2178: Welcome and Apologies –** Cllr Swanborough.

**2179: Declaration of Pecuniary and Non-Pecuniary Interest** – None.

**2180: Approval of Minutes of Last Meeting**

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

**2181: Matters Arising (including actions not listed on agenda)**

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

Cllr Burley confirmed that she had sent a letter on behalf of the PC and will send this onto the clerk for her records. ACTION: Cllr Burley to forward the letter.

**Strimmer**

Cllr Willoughby reported that the strimmer has been serviced and she has paid the bill. ACTION: Clerk to write a cheque upon receipt of the invoice, made payable to Cllr Willoughby.

**Replacement trees at Swineridge**

Cllr Cawood noted that the trees will be ready in the next two weeks and suggested that the PC purchase English oaks for this area.

**Allotment boundary hedge**

Cllr Cawood noted that the trees will be ready in the next two weeks and she has received a Parish Council discount. The trees will now cost 26p each plus 26p for the cane. Cllr Cawood stated that her husband will plant the trees once they have been purchased with the assistance of Cllr Smith.

**Overgrown hedges at the crossroad junction**

Cllr Burley confirmed that she had spoken to the other landowner and was assured that this would be cut. It was reported that this has not been done yet. ACTION: Cllr Burley to remind the resident.

**2182: Accounts**

The clerk had circulated the accounts spreadsheet and invoices to be paid 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 again and has not done so since June. Cllr Burley confirmed that she has a statement for June to the end of September and will post this to the clerk. The schedule of payments was also sent as follows:

Fridaythorpe Parish Council - £5, cheque no. 100655 (use of Zoom license)

Samantha O’Connor – cheque no. 100656 (clerks’ salary)

HMRC – cheque no. 100657 (clerks PAYE)

Cllr Burley proposed to approve these payments, Cllr Willoughby seconded this, and all agreed.

**2183: Progression of Barclays Signatories and Change of Address for Bank Statements**

Cllr Burley reported that she has a telephone appointment with Barclays on 4th November to remove previous signatories and start the process of adding new signatories. Cllr Burley will also change the address to the clerk if possible but if not, to her address. The clerk requested that Cllr Burley set up internet baking at the same time as the PC should be using this now. ACTION: Cllr Burley to contact Cllrs once she has received the relevant forms and start progressing this.

**2184: Adoption of Various HR Policies**

The clerk had sent the following HR policies to all Cllrs prior to the meeting:

Disciplinary

Equal Opportunities

Grievance

Health and Safety

Safeguarding

These are mentioned in the clerk contract and the clerk advised that the PC should adopt these so that they have them in place should they need them. Cllr Cawood proposed to adopt the policies, Cllr Francis seconded this, and all agreed. ACTION: Clerk to publish the various polices on the PC website.

**2185: Village Plan Updates**

The clerk had sent the updated plan to all Cllrs prior to the meeting. She asked that the four open action were discussed as follows:

Conservation – progress a ‘Quiet Roads Scheme’. The clerk noted that Ali Cargill had been liaising with ERYC regarding this whilst she was on the PC and ERYC had done an initial appraisal stating that it was unlikely Millington would be able to adopt the scheme. The clerk asked for this action to be closed as the PC could not progress this further, all agreed. ACTION: Clerk to update the plan accordingly.

Speeding – to take measures to tackle speeding through the village. The last update was the same as the above action so the clerk asked if this could also be closed, all agreed. ACTION: Clerk to update the plan accordingly.

Countryside – to maintain open spaces, trees and hedgerows, country lanes, footpaths, woods and copses. The clerk asked that this action be changed to ‘usual business’ rather than keeping this as an open one as this is something that the PC do throughout the year as routine business, all agreed. ACTION: Clerk to update the plan accordingly.

Parking – to improve parking in the village and maintain considerate parking by visitors. The clerk asked how the PC wanted to progress this. Cllr Burley asked the clerk to liaise with ERYC about possibly painting yellow lines to prevent parking on the narrower lanes. ACTION: Clerk to contact ERYC and report back in December. ACTION: Clerk to agenda this item for the next meeting.

**2186: Financial Regulations – Amendment and Review**

The clerk had sent advice from ERNLLCA prior to the meeting that stated that there is no longer a legal requirement for two councillors to sign cheques. Considering this and the current lack of signatories, the clerk asked that the FRs be amended to reflect this. She confirmed that approval of payments would still require two Cllrs. Cllr Cawood proposed to adopt the amended version, Cllr Burton seconded this, and all agreed. ACTION: Clerk to publish amended FRs.

**2187: Village Spring Update**

This was discussed during the open forum.

**2188: PC Representatives for ERYC Standards Committee**

The clerk had sent this information prior to the meeting. No one volunteered so the clerk advised that the PC could revisit this if required in future.

**2189: Annual Estimate of Rough Sleepers**

The PC have been asked for the number of rough sleepers on the night of the 11th November. The clerk asked that Cllrs report back by the 12th if they are aware of any, if not, she will return a nil value.

**2190: Emergency Plan Review**

The clerk had updated this with the additional Cllrs and has asked those whose telephone number and address she is missing to provide these details. Cllr Cawood asked if the defibrillator at The Gait Inn could be added to the plan. The clerk noted that she would add this and asked the Cllrs for their approval to publish the redacted version on the website. Cllr Burton proposed to publish the document after the agreed amendments, Cllr Francis seconded this, and all agreed. ACTION: Clerk to update the plan and send a copy to ERYC and publish it on the PC website.

**2191: Community Issues**

Cllr Francis reported that the drain cover that was replaced in Givendale has now broken again. ACTION: Clerk to liaise with ERYC regarding this and report back to the PC at the next meeting.

Cllr Francis asked in light of the new lockdown whether the PC will be resuming the community assistance it offered during the first lockdown. A discussion was held, and it was agreed that the most vulnerable residents already had plans in place from the last lockdown and that the PC would help if needed. ACTION: Cllr Burton to post on Fb advising that residents can contact the PC for support.

**2192: Correspondence**

None.

**2193: Date of Next Meeting –** 1st December, 7pm via Zoom unless otherwise stated on the agenda.

**Meeting closed at 7.56 pm.**

Signed as a true and accurate record of the minutes.