**Millington cum Givendale Parish Council**

Minutes of the Annual Parish Council Meeting (APCM) and the regular Parish Council Meeting held on Tuesday3rd May 2022 at 7pm in Millington Village Hall.

Present: Cllrs Cawood, Tait, Swanborough and Willoughby. Two members of the public were also present.

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

**ANNUAL PARISH MEETING**

**OPEN FORUM**

A resident addressed the PC about the state of Glenn Lodge. She has previously reported the overgrown property to ERYC and wanted to notify the PC. Cllr Cawood confirmed that the PC have no powers over private property and ERYC would only act if there was an environmental health issue. Cllr Cawood thanked her for bringing it the PCs attention.

Lynn Berriman reported her concerns regarding irresponsible parking in the village as she has recently had her drive blocked. Cllr Cawood noted that this has been raised numerous times and reported to ERYC but there is nothing that the PC can do to resolve this. Lynn Berriman noted that she would install signs in her driveway to deter further motorists.

**Meeting started at 19:21**

**2436: Welcome and Apologies**

Cllrs Francis, Burley, Smith and Ward Cllr Rudd had given their apologies prior to the meeting.

**2437: Declaration of Pecuniary and Non-Pecuniary Interests** – None.

Agenda Item no. 2443 was moved here for the member of the public to read this.

**2443: Wilkinson’s Trust Annual Report**

(insert Lynn Berriman’s report here)

Lynn Berriman suggested including an article in the next parish matters asking residents to consider anyone who would benefit from the work of the Trust.

**2438: Nominations for Chair**

Cllr Willoughby nominated Cllr Cawood, Cllr Tait seconded this, and Cllr Cawood accepted. The clerk gave her the form to sign for ERYC. ACTION: Clerk to send this to ERYC.

**2439: Nominations for Vice-Chair**

Cllr Tait nominated Cllr Willoughby, Cllr Cawood seconded this and all agreed. Cllr Willoughby accepted.

**2440: Nominations for Swineridge Maintenance**

Cllr Willoughby confirmed that Robert Willougby would continue in this role.

**2441: Nominations for Two ERNLLCA Representatives**

It was agreed to defer this to confirm with Cllr Burley. ACTION: Agenda for next meeting.

**2442: Nominations for Wilkinson Trust Representatives**

Cllr Smith had recently put himself forward for this role.

**2444: Signing of April Minutes**

It was agreed that that these were a true and accurate record and were signed by Cllr Cawood.

**2445: Matters Arising (including actions not listed on agenda)**

**Trees at Swineridge**

Cllr Willougby noted that Robert Willoughby is happy to carry out the watering if someone can step in if he is away. Cllr Tait agreed to be the first point of contact.

**Allotment Inspection**

It was agreed that the clerk send all tenants a letter stating that the inspection will be in June and Cllr Smith will let them know the date. ACTION: Clerk to send letters out.

**Wildflower Initiative**

ACTION: Cllr Burley to look for a suitable grant.

**Damage to the Pastures**

Cllr Cawood has spoken to Natural England and given further information as requested. She has not received any update yet. ACTION: Keep on as a rolling action for an update.

**Accounts**

The Barclays ‘contact us’ service is still under maintenance. ACTION: Clerk to keep checking and make contact once this is online regarding dual authorisation.

**Millington Woods**

Cllr Burley reported that ERYC are responsible for the management of the woods and are working towards a 20-year plan to remove the dead ash trees. There are no plans to replant any trees once they are removed as they are hoping for natural re-generation. ACTION: Cllr Burley to circulate the ERYC wood management plan to all Cllrs.

**Village Public Toilet**

The clerk has contacted Patrick Whareham regarding this and is waiting for a response. ACTION: Clerk to make contact again before the next meeting.

**2446: Ward Cllr Report**

No updates were given in Ward Cllr Rudd’s absence.

**2447: Accounts**

The clerk had circulated the bank statement, accounts spreadsheet, schedule of payments and invoices to be paid prior to the meeting.

Two payments as follows ere made outside of the meeting as they had already been approved for payment:

Alison Tait - £30 (water IBC)

Alison Tait - £459 (marquee)

The schedule of payments was sent as follows:

Samantha O’Connor – (clerk salary for April)

HMRC - £9.80 (clerk PAYE deductions for April)

Samantha O’Connor - £5.63 (travel expenses for April)

Sharon Cawood - £180 (purchase of mugs for jubilee)

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

The accounts spreadsheet was reconciled with the bank statements and signed.

**2448: Asset Register Review**

The clerk had sent this to all Cllrs prior to the meeting. No amendments were made.

**2449: Annual Return – Approval and Signing of AGAR 2021/22 Part 2 Certificate of Exemption**

The clerk had prepared this prior to the meeting. Cllr Willoughby proposed to approve the form, Cllr Tait seconded this as and all agreed. Cllr Cawood counter-signed the form. ACTION: Clerk to send the forms to the internal auditor for certification.

**2450: Annual Return – Approval and Signing of Section 1 Annual Governance Statements 2021/22**

Cllr Cawood read out the statements. Cllr Swanborough proposed to approve the form, Cllr Tait seconded this as and all agreed. Cllr Cawood counter-signed the form. ACTION: Clerk to send the forms to the internal auditor for certification.

**2451: Annual Return – Approval and Signing of Section 2 Accounting Statements 2021/22**

The clerk had prepared this prior to the meeting. Cllr Swanborough proposed to approve the form, Cllr Willoughby seconded this as and all agreed. Cllr Cawood counter-signed the form. ACTION: Clerk to send the forms to the internal auditor for certification.

**2452: FCC Environment Landfill Grant Opportunity**

The clerk had received an email relating to grants available due to the parishe’s proximity to a landfill. It was discussed and agreed that given the scale of the grants that the PC did not have any projects that suited. No further action required.

**2453: Ukrainian Bunting and Flag for Village**

Cllr Cawood confirmed that a flag had been purchased and that it was agreed that this would be displayed at the jubilee event. The PC are grateful for those residents who have displayed bunting already and will encourage other houses to do the same in the next parish matters.

**2454: Queens Jubilee**

Cllr Willoughby brought the flyers and distributed them in the meeting. Cllr Cawood brought one of the mugs purchased to show Cllrs. She noted that as she had purchased these from RNLI, the money was raised for charity.

It was confirmed that the cake was ordered and that a small group would meet before the event to finalise details.

**2455: Village Walkabout Feedback**

Cllr Cawood and Tait met four ERYC officers for the walkabout. The list was raised, and they were told that all the work was outside of the Street Scene remit, but it had been passed to the relevant departments. This was not a confirmation that the work would be carried out.

Cllr Cawood noted that the overhanging tree boughs in Great Givendale going towards Bishop Wilton, are not ERYC responsibility as they are on private Halifax Estate Owned land. ACTION: Clerk to contact the Estate office and ask that they are looked at.

**2456: Yorkshire Water/ ERYC Water Leak at Grimthorpe Hill**

Cllr Cawood reported that she had spoken to a Yorkshire Water worker who took her to the site of the suspected water source. It was discovered that the leak is coming from a pressure valve. He confirmed that he would report this.

**2457: Devolution Meeting**

Given that the last meeting had to be cancelled, it was agreed that the clerk ask Cllr Hammond for his availability on the 11th May. ACTION: Clerk to liaise with Ward Cllr Hammond and set up a meeting if required.

**2458: Correspondence**

None.

**2459: Community Issues**

None.

**2460: Date of Next Meeting –** 14th June at 7pm to allow for the clerk to take annual leave.

**Meeting closed at 20:40**

Signed as a true and accurate record of the minutes.