**Minutes of the Annual Parish Council Meeting (APCM) held on Tuesday 9th May 2023 at 7pm in Millington Village Hall.**

Present: Cllrs Cawood, Burley, Smith, Willoughby and Swanborough.

The meeting was opened by the clerk in lieu of nominations for Chair.

**ANNUAL PARISH COUNCIL MEETING**

**OPEN FORUM**

Nothing was discussed here.

Meeting started at 19:00.

2023.46 WELCOME AND APOLOGIES – confirm Councillors and signing of Declaration of Office Forms.

Cllr Tait had sent apologies to the Cllr Cawood prior to the meeting. All Cllrs in attendance signed the forms and the clerk counter-signed them. ACTION: Clerk to ask Cllr Tait for a signed copy.

The clerk noted that the PC have one vacancy that they can co-opt for. This needs to be done within 35 days of the elections and can be done without the need to advertise the vacancy through ERYC. The clerk asked Cllrs to remove the old vacancy notice from before the elections and replace it with an advert for the vacant post.

2023.47 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST– None.

2023.48 NOMINATIONS FOR CHAIR

Cllr Willoughby and Swanborough nominated Cllr Cawood. Cllr Cawood accepted the nomination. The Chair took over the meeting at this point. ACTION: Cllr Cawood to complete a ‘declaration of acceptance of Chair’ form.

2023.49 NOMINATIONS FOR VICE CHAIR

Cllrs Cawood and Swanborough nominated Cllr Willoughby. Cllr Willoughby accepted the role.

2023.50 NOMINATIONS FOR SWINERIDGE MAINTENANCE

Cllr Willoughby reported that Robert Willoughby would be happy to continue with this role.

2023.51 NOMINATIONS FOR WILKINSONS TRUST REPRESENTATIVE

Cllr Smith agreed to continue with this role.

2023.52 SIGNING OF APRIL’S MINUTES

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

2023.53 MATTERS ARISING

Overhanging tree boughs

The clerk has not had an update. ACTION: Clerk to chase the Ward Cllr.

Allotment inspection

Cllr Smith has carried this out and reported that all allotments were in good condition. One allotment plot would benefit from additional hedging, but this could not be planted until later in the year now.

2023.54 WARD COUNCILLOR REPORT

No Ward Cllr was present.

2023.55 ACCOUNTS

The clerk had sent the finalised accounts reconciliation for 2022/23, the new one for 2023/24, the schedule of payments, bank statements and invoices to be paid, prior to the meeting. Cllr Willoughby proposed to approve the following payments, Cllr Smith seconded this, and all agreed.

Samantha O’Connor – Clerk expenses - £5.63 (April)

Samantha O’Connor – Clerk salary (April)

Samantha O’Connor – Backdated NALC pay award

Jackie Willoughby – Repayment for purchase of bunting - £80.91

Cllrs Cawood and Swanborough reviewed and signed the invoices and schedule of payments.

Cllrs Burley and Swanborough reviewed and signed the bank statement and accounts reconciliation.

The clerk was handed two invoices that were not on the schedule, for pre-agreed Kings Coronation expenses, as follows:

Handmade by Swans – Commemorative mugs - £168

Sharon Cawood - Repayment for purchase of cake - £100

The clerk noted that she would pay these and bring a schedule for signing in June. ACTION: Clerk to bring schedule of both invoices for signing next month.

2023.56 ASSET REGISTER REVIEW

The clerk had circulated the register prior to the meeting and the Tommy figure was added. All Cllrs agreed with the list at the end of the financial year. Cllrs noted that since the list was finalised for the audit, there had been several items purchased for the Coronation. ACTION: Clerk to agenda ‘asset register updates’ for the next meeting to allow a list of additions to be drawn up.

2023.57 ANNUAL RETURN – APPROVAL AND SIGNING OF AGAR PART 2 CERTIFICATE OF EXEMPTION

The clerk had prepared the form prior to the meeting. Cllr Cawood reviewed and countersigned it. ACTION: Clerk to send this to PKF Littlejohn.

2023.58 ANNUAL RETURN – APPROVAL AND SIGNING OF SECTION 1 ANNUAL GOVERNANCE STATEMENTS

The clerk had agreed with all statements prior to the meeting and all Cllrs agreed that this was correct. Cllr Cawood counter signed the form. ACTION: Clerk to put the complete audit pack together and send to the internal auditor.

2023.59 ANNUAL RETURN – APPROVAL AND SIGNING OF SECTION 2 ACCOUNTING STATEMENTS

The clerk had prepared the account statements prior to the meeting. All Cllrs reviewed the form and agreed that this form should be countersigned by Cllr Cawood.

2023.60 DISCUSS RAISING PRECEPT FOR VILLAGE HALL ROOF

The clerk had sought advice from ERNLLCA regarding this request and had been informed that parish councils are limited in the amount of Section 137 grants that they can make in any year.

If Section 137 were to be used, the council would need to adopt a grants policy and advertise that grants were available to the community. Any grant request should be accompanied by a minimum two years accounts, a copy of the groups constitution, standing orders or memorandum and articles.

The council is under no legal requirement to make grants or use any other powers they have to assist a community group and have been advised to resist demands for funding from any group.

After a discussion, the PC agreed to continue to support the Village Hall by assisting in fund raising where possible, for example the Parish Council allowed the Village Hall to hold a raffle at the Parish Council-organised Kings Coronation event. In addition, the proceeds from the donations made went to the Village Hall. To keep this fair to all residents of the parish, the PC will not be pursuing the grant route, so not increasing the precept, but will continue their support where possible. ACTION: Cllr Cawood to send an email to the Village Hall with the outcome of the discussion.

2023.61 PLANNING APPLICATION

*23/00341/PLF Erection of a shed to rear. Location: Crows Nest, Givendale Road, Great Givendale, YO42 1TS. Decision to approve received from ERYC.*

The decision was read out by the clerk.

2023.62 CORRESPONDENCE

Cllr Cawood has received correspondence regarding flash flooding outside Spring House in the recent heavy rains. A discussion was held, and it was agreed that this was due to the volume of water and the drain not being able to cope. ACTION: Cllr Cawood to speak to the Ward Cllr to see if anything can be done.

2023.63 COMMUNITY ISSUES

Cllr Swanborough asked if the PC would be interested in keeping the Tommy figure up all year round. After a brief discussion, it was agreed to keep it in storage for the rest of the year.

Cllr Cawood noted that one of the art installations in Millington Pastures is lying down. After a brief discussion, it was agreed that ownership information should be sought. ACTION: Cllr Cawood to speak to Leo Hammond to see if ERYC would fix this.

Cllr Cawood gave a debrief on the Kings Coronation tea party event. All Cllrs thanked Cllr Burley and her husband John Burley for the use of their barn.

All feedback was positive from those who attended and Cllr Cawood noted the following points as positive feedback for the change in venue:

Safety of children as they are not playing near a road

Shelter

Security of items

Larger capacity

Onsite toilet

Cllr Cawood noted that for the next event, children’s entertainment should be more thought about. ACTION: Cllr Cawood to write thank you notes to the following event contributors: John Burley, Fogglesykes band, Julie Smith, Jill Cheney, Robert Willoughby and Janet Curtis.

Cllr Cawood noted that she had received a request from Janet Curtis to ask if anyone would accompany her on occasional walks around the village to assist her mobility. All agreed to spread the word with friends and residents.

2023.64 DATE OF NEXT MEETING

6th June at 7pm in the Village Hall.

**Meeting closed at 20:45**

Signed as a true and accurate record of the minutes.