**Minutes of the Annual Parish Council Meeting (APCM) held on Tuesday 7th May 2024 at 7.15pm in Millington Village Hall.**

Present: Cllrs Kheirbani, 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 7.15 pm.

2024.51 WELCOME AND APOLOGIES– confirm Cllrs and signing of Declaration of Office Forms

Cllrs Willoughby, Smith, Kheirbani and Willoughby signed their declaration of acceptance of office forms. The clerk countersigned these. ACTION: Clerk to ask all Cllrs to renew their register of interest’s form. ACTION: Clerk to ask remaining Cllrs to sign their declaration forms at the next meeting.

2024.52 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST– None.

2024.53 NOMINATIONS FOR CHAIR

Cllr Willoughby nominated Cllr Cawood, Cllr Swanborough seconded this and all agreed. ACTION: Clerk to get Cllr Cawood to complete the declaration of acceptance of Chair form at the next meeting.

Cllr Willougby took over chairing the meeting at this point in lieu of Cllr Cawood.

2024.54 NOMINATIONS FOR VICE CHAIR

Cllr Swanborough nominated Cllr Willoughby, Cllr Smith seconded this and all agreed. Cllr Willoughby confirmed that she would accept the role.

2024.55 NOMINATIONS FOR SWINERIDGE MAINTENANCE

Cllr Willoughby informed the PC that Rob Willoughby is happy to continue in this role.

2024.56 NOMINATIONS FOR WILKINSONS TRUST REPRESENTATIVE

Cllr Smith informed the PC that he is happy to stay on in this role.

2024.57 SIGNING OF APRIL MINUTES

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

2024.58 MATTERS ARISING (including actions not covered elsewhere on the agenda)

Pothole at entrance to Millington Woods

Cllr Willoughby volunteered to check if this had been fixed.

State of The Bence

Cllr Morgan had sent the what3words locations for the most severe potholes. ACTION: Clerk to report these.

Updated Village Map

This is now displayed on the noticeboard.

Wilkinsons Trust Representatives

ACTION: Clerk to produce a list of contacts for the noticeboard.

Broken Manhole Cover up The Balk

It was confirmed that this still hasn’t been repaired. ACTION: Clerk to chase Leo for an update again.

2023.59 WARD COUNCILLOR REPORT

There was no update here due to the absence of a Ward Cllr.

2024.60 ACCOUNTS

The clerk had sent the bank statement, accounts reconciliation and schedule of payments prior to the meeting.

Samantha O’Connor – clerk salary (April)

Samantha O’Connor – clerk expenses (April)

Earth Anchors - £454.80 (replacement bench at Swineridge)

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

Cllr Swanborough reviewed and signed the bank statements and accounts reconciliations.

The clerk noted that the rental amount for the Willis plot was outstanding. ACTION: Clerk to ask Cllr Cawood to speak to the tenant.

2024.61 ASSET REGISTER REVIEW

The clerk had sent this to Cllrs prior to the meeting. All were happy with the items listed. There were some amendments made to the custodians of assets.

The clerk noted that an actual land value need assigning to the allotment plots. ACTION: Clerk to investigate their values and add them to the register.

2024.62 ANNUAL RETURN – APPROVAL AND SIGNING OF AGAR PART 2 CERTIFICATE OF EXEMPTION

It was agreed by all that this could be signed off by the clerk and Cllr Willoughby, acting as Chair. ACTION: Send this to PKF Littlejohn by the deadline.

2024.63 ANNUAL RETURN – APPROVAL AND SIGNING OF SECTION 1 ANNUAL GOVERNANCE STATEMENTS

It was agreed by all that this could be signed off by the clerk and Cllr Willoughby, acting as Chair.

2024.64 ANNUAL RETURN – APPROVAL AND SIGNING OF SECTION 2 ACCOUNTING STATEMENTS

It was agreed by all that this could be signed off by Cllr Willoughby, acting as Chair. ACTION: Clerk to prepare audit pack for the internal auditor.

2024.65 DOG FOULING AND KEEPING DOGS ON LEADS

The clerk had brought various prices of dog waste bins, dispensers, and bags. It was discussed and agreed that this would not stop the fouling issues and would potentially create a new problem of dog waste in bags being left everywhere. It was agreed that customised signs would be best to remind visitors to pick up after their dog and to keep their dog under control. ACTION: Cllr Smith to investigate purchasing signs.

Cllr Willoughby noted that she had posted the new Countryside Code on the noticeboards which reminds visitors of their responsibilities.

2024.66 PARKING

Cllr Morgan had been approached by a resident regarding inconsiderate parking in the village. This was briefly discussed and agreed again that the Parish Council have exhausted all possible measures and there is nothing that can be done.

2024.67 PLANNING APPLICATIONS

*23/00070/CLREF Certificate of Lawfulness for the continued use as dwelling (C3). Location: Whitehaven, Wood Gate, Millington, YO42 1TZ.* The applicant’s application for appeal was read out by the clerk.

*24/00706/PLF Erection of porch to front. Location: The Bungalow, Main Street, Millington, YO42 1TX.*

The decision to approve this by ERYC was read out by the clerk.

2024.68 D-DAY AND YORKDSHIRE DAY EVENTS

A discussion was held about the progress of the events. Cllr Cawood has applied for a grant. Cllr Kheirbani noted that Huggate Church have offered the use of their maypole. There is to be another social meeting on the 10th of June to finalise plans.

2024.69 CORRESPONDENCE

None.

2024.70 COMMUNITY ISSUES

Cllr Smith reported that a traffic mirror needs installing on the junction of The Balk so that visibility is improved from Millington Woods direction on approach from the top of Main Street. In addition, one needs installing opposite the junction at the top of The Balk so that visibility is improved when leaving the Little Givendale junction. ACTION: Clerk to explore this with ERYC.

The clerk noted that the Yorkshire Wolds Cycle Challenge is passing through the village on Saturday 29th and Sunday 30th June between 10am and 12.30pm.

The clerk asked for volunteers for the village walkabout. Cllr Willoughby noted that she would be able to attend with Cllr Morgan. ACTION: Clerk to respond to ERYC.

2024.71 DATE OF NEXT MEETING

Due to the clerks’ annual leave, the next meeting will be held on the 11th June at 7.15pm in the Village Hall.

**Meeting closed at 20:13**

Signed as a true and accurate record of the minutes.