**Minutes of the Parish Council Meeting held on Tuesday 1st October 2024 at 7.15pm in Millington Church.**

Present: Cllrs Willoughby, Smith, Burley, Khreibani, Morgan and Swanborough.

The meeting was opened by the Cllr Willoughby who acted as Chair and was assisted by the clerk.

**PARISH COUNCIL MEETING**

**OPEN FORUM**

Nothing was discussed here.

Meeting started at 7.21 pm.

2024.104 WELCOME AND APOLOGIES

Cllrs Cawood and Ward Cllr Carey had given their apologies prior to the meeting.

The clerk had sent her resignation on the 19th of September to all Cllrs. She noted that her contract states that one months’ notice is to be given but she has offered to stay on until the end of December. She has four weeks holiday to take by the end of the year so her last working day will be the 29th of November. The clerk asked the PC to ensure the PC files are collected from her house before this date. An advert has been placed on the notice boards and through ERNLLCA. If a clerk is found before the 29th of November, the clerk will leave earlier. No applications have been made yet.

Cllr Willoughby handed the emergency box to the clerk for updating. ACTION: Clerk to check all items are working and that the first aid kit is in date and return to the PC at the next meeting.

The clerk handed over the accident book to Cllr Willougby to keep on behalf of the PC.

2024.105 DECLARATION OF PECUNIARY AND NON-PECUNIARY INTEREST

None.

2024.106 MINUTES OF THE MEETING HELD IN SEPTEMBER

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

2024.107 WARD COUNCILLOR REPORT

There was no report as the Ward Cllr was not in attendance.

2024.108 MATTERS ARISING (including actions not covered elsewhere on the agenda)

Broken Manhole Cover

Cllrs confirmed that this was still outstanding. The clerk noted that the PC had done all they can at this point, and it is now up to Yorkshire Water to repair. Remove action from list.

Councillor forms

ACTION: Clerk to gather Cllrs Burley and Khreibani’s forms at the next meeting.

Broken Metal Barrier

Cllr Khreibani confirmed that has not been repaired yet. ACTION: Clerk to ask Ward Cllr Hammond for an update.

Dog fouling signs

The clerk reported that she has had difficulty receiving any response from the Countryside Access Team. It was agreed that the PC should purchase their own signs. ACTION: Clerk to investigate prices for ground stencils and separate signs.

Commemorative Tree

Cllr Cawood had sent an update prior to the meeting. There is a lot of ERYC owned verge a long way from any farmers gate entrance so there was no need to consult anyone. ACTION: agenda for the next meeting to discuss the purchase of the tree and commemorative plaque.

2024.109 ACCOUNTS

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

Lynds Swanborough - £25.50 (repayment for trophies for Yorkshire Day)

GT Graphics - £76.80 (signs for Yorkshire Day)

Samantha O'Connor - £3.90 (repayment for accident book)

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

Cllrs Smith and Khreibani reviewed and signed the bank statements and accounts reconciliation.

Cllr Willoughby noted the two invoices she had sent to the clerk for the pre-authorised purchase of the lanterns for bonfire night. The clerk noted that these would be on the next schedule so that there is a record and that she will get these paid.

The clerk had sent an email prior to the meeting regarding the banking arrangements for when she has left. ACTION: Cllrs Cawood and Willoughby to check if they have access to put payments onto Barclays. ACTION: Clerk to check if the PC still has a cheque book.

2024.110 PLANNING APPLICATION

*24/01751/PLF Change of use of existing agricultural land to part agricultural, part equine (private use only) and construction of crushed stone base adjacent to existing field access Location: Land South-West of Clay Cottage, Clay Lane, YO42 1TX.*

The decision by ERYC to approve this was noted by the clerk.

2024.111 CORRESPONDENCE AND COMMUNITY ISSUES

The clerk asked the PC, as per her contract, if they would authorise her to work extra hours to complete a handover. All agreed that this was permitted.

Cllr Morgan noted that the bonfire and Christmas leaflets were ready for distribution. It was agreed that these would be delivered to residents on the 3rd of October.

Cllr Morgan asked the PC to consider how social events will be organised. It was agreed by all that this should be discussed at the meeting in November when Cllr Cawood will be present. ACTION: Clerk to agenda for November’s meeting. ACTON: Clerk to contact the social committee in Nunburnholme to ask about how they insure their events.

Cllr Swanborough asked when she should organise the installation of the Tommy figure for Remembrance Day. It was agreed that this should be installed on the 2nd of November.

2024.112 DATE OF NEXT MEETING

The next meeting will be held on the 5th of November at 7.15pm in the Village Hall. The clerk noted that this would be her last meeting.

**Meeting closed at 19:50**

Signed as a true and accurate record of the minutes.