

ARKENDALE, CONEYTHORPE & CLARETON PARISH COUNCIL

MINUTES OF A MEETING IN ARKENDALE PARISH CHURCH, WEDNESDAY 16th MAY 2007 @ 7.30 p.m.

Present: T. Braithwaite (Chair)

S. York

P. Topham

S. Shipman

Peter Thorndyke (Clerk / Financial Officer to the Council)

There were 12 member of the public in attendance, and John Watson, our local County Councillor

1. APOLOGIES FOR ABSENCE

Wendy Lill sent her written apologies.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meetings held on Wednesday March 28th 2007, as previously circulated, were approved unanimously and duly signed by the Chairman.

3 INTERNAL AUDIT REVIEW OF EFFECTIVENESS

PTh explained that this was a new requirement. Parish Councils were expected to discuss and formally minute that the internal audit procedures were adequate. He explained that our internal auditor was Christine Clark, a qualified Chartered Accountant and that she did a 100% check that all receipts and payments were minuted and sanctioned by parish councillors, that all transactions were recorded in the books of account and that all payments were made by cheque and that such cheques had to be signed by two parish councillors. It was unanimously agreed that that the procedures were adequate. PTh also explained that it was considered good practice to ask an independent member of the public whether he or she considered the internal audit procedures to be reasonable. He had done this and the person concerned had confirmed based on the PTh description of the procedure, i.e. 100% check, that he considered the procedure adequate.

It was also unanimously resolved that Christine Clark ACA be appointed internal auditor again for 2007 - 2008.

4. CORRESPONDENCE

4.1 HBC letter about the NYCC bid to become a unitary authority.

4.2 Another HBC letter about the NYCC bid to become a unitary authority.

4.3 NYCC letter about vehicle speeds in Arkendale.

4.4 HBC letter about Community Land Trusts.

4.5 HBC letter about training on meeting procedures and electoral issues.

4.6 Letter from the Department of Communities and Local Government about a new 'Model Code Of Conduct'.

4.7 Letter from HBC offering free daffodil bulbs to Parish Councils that request them before 18th May 2007. P. Topham took the letter and agreed to contact HBC and collect as many bulbs as possible for use in both Arkendale and Coneythorpe.

ACTION: PTo.

5. RESOLUTION TO AMEND BANK MANDATE WITH HSBC

It was necessary to update the bank mandate. Accordingly PTh produced the required form from HSBC that required the signatures and addresses of each parish councillor. In addition HSBC required the parish council to pass the following resolutions:

1. That a bank account or accounts be continued with HSBC Bank plc (the 'Bank') and the bank is authorised to:
 - a) Pay all cheques and other instructions for payment or accept instructions to stop such payments signed on behalf of the Parish Council by any two of the listed signatories (the 'signatory') whether any account of the Parish Council is in debit or credit.
 - b) Deliver any item held on behalf of the Parish Council by the Bank in safe keeping against the written receipt of the signatory; and
 - c) Accept the signatory as fully empowered to act on behalf of the Parish Council in any transaction with the Bank (including closing any account(s)).

That any debt incurred to the Bank under this mandate shall, in the absence of written agreement by the Bank to the contrary, be repayable in full on demand.

2. That the Financial Officer from time to time is authorised to supply the Bank as and when necessary with lists of persons who are authorised to sign, give receipts and act on behalf of the Parish Council and that the Bank may rely upon such lists.
3. That these resolutions remain in force until cancelled by notice in writing to the Bank, signed by the Chair Person or the Financial Officer from time to time acting or claiming to act on behalf of the Parish Council and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.

The above resolutions were passed unanimously.

6. FINANCE

The Parish Councillors unanimously ratified the following payments:

4.1 Invoice from YLCA for membership 2007 - 2008, £93.00

4.2 Invoice from YLCA postage charges to send copies of booklet 'Good Councillor's Guide', £2.81.

7 VILLAGE ROAD SIGNS

PTh said that, following the last meeting, he had spoken to a Ken Major of NYCC who said that the application for a grant for the cost of a sign on the approach to Arkendale from the A168 had been approved by HBC but needed approval from 'the Committee' at NYCC. He said he would get back to us when he had further information.

J. Watson commented that he believed the meeting that had been referred to was scheduled for 7th June 2007.

8 POLICE LIASON, TRAFFIC FLOW IN VILLAGES.

Nothing to report. It was felt that the letter from NYCC about vehicle speeds through Arkendale should be read by all parish councillors and then discussed at the next meeting. PTo expressed again his concern about the A59 junction with the road from Coneythorpe and PTh was asked to write again to NYCC.

ACTION: PTh.

9. PLANNING MATTERS

There has been two new applications for planning permission since the last meeting - No. 6.78.47.J.FUL from Mr R. Bailey. This was an application to amend an already approved scheme to allow UPVC windows and alterations to external finishes. The parish council had submitted it without any objections. The second one was number 6.78.31.H.FUL from Mr S. Burton seeking to erect an extension at Brooms House, Wincup Lane, Marton cum Grafton. The Parish Council had not yet decided upon a response.

HSBC had granted permission on 23rd April 2007 to S. Buckle to amend approval 6.500.220.A.FUL to convert agricultural buildings into living accommodation.

HSBC had granted permission to R. Bailey to amend approval of scheme 6.78.47.1. FUL to allow UPVC windows

Mr P. Barker has appealed to the Secretary Of State for the Environment over the refusal to allow him to build a single storey workshop to the rear of his dwelling at Park View Cottage, Arkendale. PTh was asked to write to the Secretary Of State expressing the same concerns that parishioners had stated at previous meetings.

ACTION: PTh.

10. FLY TIPPING, VANDALISM, VILLAGE MAINTENANCE, WASTE COLLECTION

PTo was concerned that HBC might move to fortnightly waste collection. J. Watson said he knew of no such plans and thought it very unlikely that this would happen in the near future because of pending changes to local government organisation.

11. BUS SERVICES

P To was concerned that the number of buses through Coneythorpe had been reduced without consultation and PTh reported that an Arkendale parishioner had voiced the same concerns about Arkendale. J. Watson said that some of these services were heavily subsidised and that where passenger numbers fell below a certain level the service had to be curtailed.

12. NUMBER OF PARISH COUNCILLORS - PROPER REPRESENTATION OF CONEYTHORPE

TB reported that HBC had been spoken to on this matter and, although there was no reason why the parish council could not ask for an additional councillor, they believed that the current constitution of the combined council was about correct.

13. DATE OF NEXT MEETING.

This was scheduled for Wednesday 11th July at 7.30 pm in Arkendale Parish Church.
There being no further business the Chairman declared the meeting closed at 8.26 pm

.....(Signed)
Chairman