

MEETING OF THE
PARISH COUNCIL
TUESDAY 15th SEPTEMBER 2009

Arkendale, Coneythorpe
& Clareton
Parish Council

AGENDA

- 2009.14. **Apologies for absence.**
- 2009.15. **Declarations of Interest.** Members to indicate whether they will be declaring any interests under the Code of Conduct.
- 2009.16. **Minutes of the previous meeting.** To confirm the minutes of the meeting held on Wednesday 22nd July 2009 [*Enclosure A*].
- 2009.17. **Public Participation.** Any member of the public present at the meeting may make representations, answer questions or give evidence in relation to the business to be transacted. Members of the council who have a prejudicial interest in relation to any item of business to be transacted may also speak in relation to that matter.
Please note that the Chairman will control this session and will exercise his discretion as to the amount of time allowed for public participation. No decisions are made at this part of the meeting – this will be done by the Council having heard and noted the representations made.
- 2009.18. **Co-option of Councillor.** To ratify the co-option of Cllr David Smith who was co-opted onto the Council at the meeting on May 27th 2009.
- 2009.19. **Progress Reports.** To receive progress reports as follows:
- 2009.19.1. Parking on Green in Coneythorpe (minute 2009.10 refers).
- 2009.19.2. Waste Recycling facilities at Allerton Quarry (minute 2009.7.2 refers).
- 2009.20. **Planning decisions notified by Harrogate Borough Council.** To note any decisions notified after publication of this agenda and received prior to the meeting.
- 2009.21. **Planning applications.** To consider the following planning applications:
- 2009.21.1. Clareton Farm, Clareton Lane, Coneythorpe HG5 0SA. Conversion of barn to form 1 dwelling and home office with erection of glazed link extension to northern corner, formation of new vehicular access and installation of package treatment plant (revised scheme).
- 2009.21.2. To consider any planning applications received after publication of this agenda and prior to the meeting.
- 2009.22. **Reports from the Clerk.** To receive and consider the following reports:
- 2009.22.1. **Clerk's Contract of Employment.** To approve the Contract of Employment. [*Enclosure B*].
- 2009.22.2. **Standing Orders.** To approve the revised Standing Orders. [*Enclosure C*].
- 2009.22.3. **Financial Regulations.** To approve the revised Financial Regulations. [*Enclosure D*].
- 2009.22.4. **Risk Assessment.** To approve the Risk Assessment and Management paper. [*Enclosure E*].
- 2009.22.5. **Publication Scheme.** To approve amendments to the Publication Scheme adopted in November 2008, allowing charges to be made for photocopying. To agree to upload the Publication Scheme to the website. [*Enclosure F*].
- 2009.22.6. **Complaints Procedure.** To approve the Code of Practice for handling complaints. [*Enclosure G*].
- 2009.22.7. **Code of Conduct.** To clarify that the new Code of Conduct adopted in July 2007 included the adoption of paragraph 12(2), permitting members of the public to make representations, answer questions or give evidence in relation to the business to be transacted.
- 2009.22.8. **Website.** To note the new 'Arkendale Village Contacts' email address list, and to agree to apply to the Information Commissioner's Office for registration as a data holder under the Data Protection Act (annual cost £35). To note the number of visitors to the website in recent months and to agree on any further action required.
- 2009.23. **Honours system.** To note the procedures for recommending local citizens for awards under the Honours system. To agree to set up a working party to report back to the Parish Council.
- 2009.24. **Condition of Roads.** To note the condition of roads and road signs and to agree on any action required on the matter.

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- 2009.25. **Village Hall.** To note a letter received from the Chairman of the Trustees regarding estimated running costs for the new Hall and to agree to a request to provide ongoing financial support to the Hall.
- 2009.26. **New Projects.** To note funds currently available in the Parish Council's bank accounts and in commuted sums (s.106 funds) and also to note grant funding available from both Harrogate Borough Council and NYCC. To agree to obtain quotes/apply for grant funding for one or more of the following projects:
- (i) new bench seat(s)
 - (ii) new noticeboards/refurbishment of noticeboards.
 - (iii) bulb/shrub/tree planting
 - (iv) landscaping near the Village Hall
 - (v) grasscutting
 - (vi) installation of convex mirror at Shortshill Lane/Clareton Lane junction
 - (vii) restoration of the pump at Coneythorpe
 - (viii) purchase of kitchen equipment at the Village Hall
 - (ix) creation of children's play area
 - (x) any other projects
- 2009.27. **Conservation Area Appraisal Workshop.** To note that Harrogate Borough Council are undertaking a review of Coneythorpe Conservation Area, and are holding a workshop on 14th September at the Tiger Inn. To agree on any action required.
- 2009.28. **Arkendale Telephone Kiosk.** To note correspondence from English Heritage and BT and to agree on any further action required.
- 2009.29. **Statement of accounts for the period 1st April 2009 – 15th September 2009.**
To consider the statement of accounts for the current year and approve payments therein.
To agree to place funds not required on a day-to-day basis on deposit.
To consider paying a gratuity on retirement to the previous Clerk under the Local Government (Discretionary Payments) Regulations 1996 .
To amend the HSBC Bank Mandate to include Cllr Smith on the list of signatories and to approve the resolution required by the Bank as follows:
- (i) that bank accounts be continued with HSBC Bank plc 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
 - (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 other transaction with the Bank
 - (ii) 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 on demand.
 - (iii) that the Clerk 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 on such lists
 - (iv) that these resolutions remain in force until cancelled by notice in writing to the Bank signed by the Chairman or Clerk and the Bank shall be entitled to act on such notice whether the resolutions have been validly cancelled or not.
- To note the successful completion of the external audit of the accounts for the year ended 31st March 2009.
- 2009.30. **Correspondence received.** To consider correspondence received, as follows:
- 2009.30.1. Knaresborough & Boroughbridge Safer Neighbourhoods Team. September 2009 update.
- 2009.30.2. Harrogate Borough Council – Consultation Meetings with Parish Councils 2009/10. To note that the consultation meeting will be on 26th January 2010, with items for the agenda to be submitted by 8th January.
- 2009.30.3. Harrogate Borough Council – Consultation on the Sites and Policies DPD.
- 2009.30.4. Harrogate Borough Council – Review of the Statement of Principles, Gambling Act 2005.
- 2009.30.5. Harrogate & Area Council for Voluntary Service – survey identifying community groups active in the parish.
- 2009.30.6. Correspondence received after publication of this agenda and prior to the meeting.

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- 2009.31. **Reports from representatives.** To receive reports from the Council's representatives on the following organisations:
- 2009.31.1. **Village Hall Committee**
- 2009.31.2. **Community and Police Liaison Group**
- 2009.32. **Matters for inclusion on the next Agenda.**
- 2009.33. **Date and Time of next meeting.** To confirm that the next meeting of the Council will be held on Tuesday 17th November at 7.30 p.m. in the Village Hall, Arkendale.