

Arkendale, Coneythorpe & Clareton Parish Council

Minutes of a meeting of the Parish Council held on Tuesday 15th September 2009 at 7.30 p.m.
in St Bartholomew's Church, Arkendale.

Present: Mr P Topham (Chairman), Mrs A Cuthbert, Mr P Houseman, Mrs S Shipman
and Mr D Smith.

In Attendance: Mrs Z Hopps (Clerk).

Also present were five members of the public.

- 2009.14. **Apologies for absence.** Councillor Anthony Alton (Harrogate Borough Council) and County Councillor John Watson sent their apologies
- 2009.15. **Declarations of Interest.** Cllr Topham declared a prejudicial interest in matters concerning the Village Hall (item 2009.25)
- 2009.16. **Minutes of the previous meeting** held on Wednesday 22nd July 2009 having been previously circulated were approved and signed by the Chairman as a correct record.
- 2009.17. **Public Participation.** None.
- 2009.18. **Co-option of Councillor.** It was agreed 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.**
- 2009.19.1. Parking on Green in Coneythorpe (minute 2009.10 refers). The Chairman reported that there had been no change in the situation: vehicles were still being parked on the Green but Harrogate Borough Council have confirmed that there is little that can be done as too much time has elapsed.
- 2009.19.2. Waste Recycling facilities at Allerton Quarry (minute 2009.7.2 refers). A revised timetable provided by County Councillor John Watson was noted, with the completion of contract negotiations not due to be finalised until April of next year, and informal consultations with Parish Councils and others due in May 2010. Formal submission of planning applications will not take place before June 2010.
- 2009.20. **Planning decisions notified by Harrogate Borough Council.** None.
- 2009.21. **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). It was agreed that the Parish Council's response should be Option D – to support the application. In addition the Parish Council made comment regarding the condition of the access road.
- 2009.22. **Reports from the Clerk.**
- 2009.22.1. **Clerk's Contract of Employment.** The Contract of Employment was approved.
- 2009.22.2. **Standing Orders.** The revised Standing Orders were approved.
- 2009.22.3. **Financial Regulations.** The revised Financial Regulations were approved.
- 2009.22.4. **Risk Assessment.** The Risk Assessment and Management paper was approved.
- 2009.22.5. **Publication Scheme.** It was agreed to make amendments to the Publication Scheme adopted in November 2008, allowing charges to be made for photocopying. It was agreed to upload the Publication Scheme to the website.
- 2009.22.6. **Complaints Procedure.** The Code of Practice for handling complaints was approved.
- 2009.22.7. **Code of Conduct.** It was agreed 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.** The new 'Arkendale Village Contacts' email address list was noted, and it was agreed to apply to the Information Commissioner's Office for registration as a data holder under the Data

Arkendale, Coneythorpe & Clareton Parish Council

Protection Act (annual cost £35). It was noted that the number of visitors to the website in recent months had been steadily increasing, with visitors from Australia, Spain and France.

2009.23. **Honours system.** The Chairman explained that there are some local citizens who have worked extraordinarily hard on the project to build a new Village Hall, and he thought that the Parish Council should consider recommending them for an award under the Honours system. It was agreed that the Clerk should circulate members with the procedures for recommending local citizens for awards and that the matter should be discussed again at the next meeting.

2009.24. **Condition of Roads.** The condition of roads and road signs was noted and it was agreed that the Parish Council should consider purchasing some new signs for the village entrances. The Chairman to find out where the Flaxby signs were made. The problems with flooding on roads in Clareton/Coneythorpe were discussed, and it was agreed that the Chairman would talk to the Highways Authority about the matter and report to the next meeting.

2009.25. **Village Hall.** A letter received from the Chairman of the Trustees regarding estimated running costs for the new Hall was noted.

At this point the meeting was adjourned to take statements from the floor. Mr Alan Stokes advised members in more detail about the estimates and future sources of income. The meeting was reconvened and Cllr Topham left the meeting. Cllr Houseman in the Chair.

It was agreed to make a grant of £750 to the Village Hall in the current year, and that ongoing grants in future years should be considered. The Village Hall Committee was asked to provide the Parish Council with more precise estimates of costs as soon as they are known.

Item 2009.26(viii) was considered at this point and it was agreed that the Parish Council should apply to North Yorkshire County Council's County Area Committee for grant funding of £600 towards the cost of installing kitchen equipment in the Hall. The Clerk advised that County Cllr John Watson had indicated that he would be able to support this application.

Cllr Topham rejoined the meeting and took the Chair.

2009.26. **New Projects.** Funds currently available in the Parish Council's bank accounts and in commuted sums (s.106 funds) and also in the form of grant funding available from both Harrogate Borough Council and NYCC were noted. The following projects were considered:

(i) new bench seat(s). Suitable sites include the Green opposite the pub, and on The Mar. It was agreed that local residents would be asked whether or not they would like bench seats installing, and the Clerk to obtain quotes. It was confirmed that these could be funded in part from money available in commuted sums.

(ii) new noticeboards/refurbishment of noticeboards. Not required.

(iii) bulb/shrub/tree planting. Not required (bulbs are provided every year by Harrogate Borough Council).

(iv) landscaping near the Village Hall. In view of other grants being made to the Village Hall it was agreed that this was not a high priority item.

(v) grasscutting. The Chairman to discuss this matter with the Highways Authority as it is unclear which sections they cut and when. In particular the grass should be kept clear of the reflector posts on Shortshill Lane.

(vi) installation of convex mirror at Shortshill Lane/Clareton Lane junction. The Clerk advised that she had put in a request to Highways for approval for this and was still waiting for a reply.

(vii) restoration of the pump at Coneythorpe. Although some quotes had been obtained, it was agreed that the Chairman should obtain a further breakdown of costs for the next meeting.

(viii) purchase of kitchen equipment at the Village Hall

(ix) creation of children's play area. Not required.

(x) any other projects. None.

2009.27. **Conservation Area Appraisal Workshop.** It was noted that Harrogate Borough Council are undertaking a review of Coneythorpe Conservation Area, and held a workshop on 14th September at the Tiger Inn. The Chairman reported that it had been a very interesting and well-attended meeting. The Parish Council would be sent copies of draft appraisal documents.

2009.28. **Arkendale Telephone Kiosk.** Correspondence from English Heritage (advising that the kiosk was not suitable for listing) and BT (advising that the kiosk was within the scheme for adoption by a Parish Council) was noted. It was agreed that the matter should be discussed further once BT had sent out the official notification, expected later this year.

Arkendale, Coneythorpe & Clareton Parish Council

2009.29. **Statement of accounts for the period 1st April 2009 – 15th September 2009.**

The statement of accounts for the current year was noted and the following payments approved (copy appended to the minutes):

P3/09	Clerk's salary to 31st July 2009	351.09
P4/09	Mazars (external audit fee)	57.50
P5/09	Clerk's salary and expenses to 30th Sept 2009	169.03
P6/09	Grant to Arkendale Memorial Hall	750.00
P7/09	Gratuity to Retiring Clerk	125.00

It was agreed to place funds not required on a day-to-day basis on deposit.

It was agreed to pay a gratuity on retirement of £125 to the previous Clerk under the Local Government (Discretionary Payments) Regulations 1996, in recognition of the fact that he had never claimed any expenses for postage, stationery etc in the five years he had held the post.

It was agreed 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.

The completion of the external audit of the accounts for the year ended 31st March 2009 was noted.

2009.30. **Correspondence received.** To consider correspondence received, as follows:

2009.30.1. Knaresborough & Boroughbridge Safer Neighbourhoods Team. September 2009 update. Noted.

2009.30.2. Harrogate Borough Council – Consultation Meetings with Parish Councils 2009/10. It was noted 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. Noted.

2009.30.4. Harrogate Borough Council – Review of the Statement of Principles, Gambling Act 2005. Noted.

2009.30.5. Harrogate & Area Council for Voluntary Service – survey identifying community groups active in the parish. Noted, the Clerk to reply.

2009.30.6. Harrogate Borough Council – Budget 2010/11 Questionnaire. The Clerk to respond.

2009.31. **Reports from representatives.**

2009.31.1. **Village Hall Committee.** This matter mainly dealt with at 2009.25 above. The opening day will be September 26th.

2009.31.2. **Community and Police Liaison Group.** No report.

2009.32. **Matters for inclusion on the next Agenda.** None.

2009.33. **Date and Time of next meeting.** It was confirmed that the next meeting of the Council would be a brief meeting to be held on Monday 28th September, to discuss the issue of licensing hours at the Village Hall. The meeting after that would be held on Tuesday 17th November at 7.30 p.m. in the Village Hall, Arkendale.

There being no further business, the meeting ended at 9.35 p.m.