

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 27<sup>th</sup> May 2015**  
**At 7.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Topham, Cllr P Houseman, Cllr D Bailey, Cllr M Robertshaw, Cllr S Shipman  
HBC Cllr Anthony Alton

**In Attendance:** Mrs Kate Lavelle (Clerk)  
12 members of the Public

**A.2015.1 Election of Chairman to serve for the year 2015/2016**

Cllr Peter Topham was elected

**A.2015.2 Election of Vice Chairman to serve for the year 2015/16**

Cllr Deane Bailey was elected

**A.2015.3 Apologies for absence – NYCC Cllr Robert Windass**

**A.2015.4 Declarations of interest - none**

**A.2015.5 Minutes of the Previous Meeting**

The minutes of the last Annual Parish meeting held on Wednesday 7<sup>th</sup> May 2014 were approved as a correct record and signed by the Chairman.

**A.2015.6 Chairman's report**

Cllr Peter Topham to give the Chairman's report at the Parish meeting to follow

**A.2015.7 Statement of Accounts**

Cllr Peter Topham gave an explanation of the figures in the Statement of Accounts on the Annual Return for the year ending 31<sup>st</sup> March 2015. It was agreed that the amounts quoted were correct and the Chairman and the Clerk then signed the Return

**A.2015.8 Annual governance Statement**

The Cllrs considered the questions in the Annual Governance Statement of the Annual Return. It was agreed that the Parish Council response to all relevant questions is "yes" and the Chairman and the Clerk then signed the Return

**A.2015.9 Schedule of meetings**

The schedule of meetings for the year 2015/16 were agreed as follows:

Wednesday 23<sup>rd</sup> September 2015

Wednesday 11<sup>th</sup> November 2015

Wednesday 13<sup>th</sup> January 2016

Wednesday 9<sup>th</sup> March 2016

Wednesday 18<sup>th</sup> May 2016 (includes the Annual meeting, the Ordinary meeting and the Parish meeting)

**A.2015.10 Date and time of next meeting**

The next Annual meeting of the Parish Council will be on Wednesday 18<sup>th</sup> May 2016

Signed ..... Dated .....

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Wednesday 27<sup>th</sup> May 2015**  
**At 7.15 pm in the Community Hall, Arkendale**

**Present:** Cllr P Topham, Cllr P Houseman, Cllr D Bailey, Cllr M Robertshaw, Cllr S Shipman  
HBC Cllr Anthony Alton

**In Attendance:** Mrs Kate Lavelle (Clerk)  
12 members of the Public

**2015.01 Apologies for absence - NYCC Cllr Robert Windass**

**2015.02 Declarations of Interest – none**

**2015.03 Public Participation – Cllr Topham welcomed the members of the public**

**2015.04 Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 11<sup>th</sup> March 2015 were approved as a correct record and signed by the Chairman.

**2015.05 Reports from other Councillors**

HBC Cllr Anthony Alton to give his report at the Parish meeting to follow

**2015.06 AWRP Community Liaison Group**

Cllr Topham reported that he had attended the recent Community Liaison Group meeting. There was some concern expressed at the meeting that AWRP are now denying any responsibility for landscaping at Clareton. Cllr Topham is trying to locate any written agreement that may have been made.

**2015.07 Finance**

1. Payment of £20.00 to Arkendale Memorial Hall
2. Payment of £92.08 Clerk's salary (March)
3. Payment of £117.00 YLCA membership
4. Payment of £16.50 Autela Limited
5. Payment of £92.08 Clerk's salary (April)
6. Payment of £20.00 to Arkendale Memorial Hall
7. Acknowledgement of receipt of £1300 of 1<sup>st</sup> instalment of precept from HBC
8. Payment of £80.00 to James Mackman

Cllr Topham confirmed that there is currently £5992.84 in the current account less unpresented cheques of £307.94 and £244.15 in the deposit account

It was agreed to appoint James Mackman as the internal auditor for 2015/16

**2015.08 Planning decisions notified by Harrogate Borough Council**

- Application for non-material amendment to allow alterations to approved rooflights of planning permission 6.87.33.B.PDU CO at The Granary, Clareton Lane, Coneythorpe

**2015.09 Planning Applications dealt with between meetings**

- Planning application DCPARISH 6.78.18.F.FUL – conversion of barn to form two dwellings with associated parking at The Barn, Moor Lane, Arkendale – Parish Council responded with objections to planning statement from applicants dated 22<sup>nd</sup> October 2014
- Planning application 6.78.93.FUL 15/01434/FUL – retention of vehicular access and wall at Holgate Bridge Farm, Moor Lane, Arkendale – Parish Council have no objections
- Tree Preservation Order No 56/2014 – land at Shortsill Lane, Coneythorpe – this has been withdrawn by HBC
- Planning application 6.87.16.F.FUL 15/01557/FUL – demolition of agricultural shed and erection of replacement agricultural vehicle storage building at Clareton Manor Barn, Clareton Lane, Coneythorpe – Parish Council have no objections

**2015.10 Planning applications received post agenda, pre meeting**

- Planning application 6.78.89.A.FUL 15/01941/FUL – erection of five dwellings with associated formation of vehicular access, parking and landscaping (site area 0.77ha) on land comprising field west of Long Acre, Moor Lane, Arkendale – Parish Council to consider (deadline extended to 18th June)
- Planning application 6.78.92.C.FUL 15/02064/FUL – demolition of two outbuildings, erection of garage, log store and garden store, alterations to front wall and formation of new access road, installation of solar panels to proposed garage and hardstanding to include access steps (revised scheme) at Dale Farm, Moor Lane, Arkendale – Parish Council to consider (deadline 11<sup>th</sup> June)

**2015.11 Local District Plan – Green Spaces**

Cllr Shipman reported that The Marr, Arkendale is common land and Coneythorpe village green is designated as a village green. The green space at Clare How Close will be included in the application to protect it as green space, although this land belongs to HBC. Cllr Shipman thanked everyone for their contributions and welcomed further photographic evidence if available. The application will be made by the 26<sup>th</sup> June deadline.

**2015.12 Commuted Sums**

- Church lighting – Cllr Houseman is still chasing a quote from Tony Brown.
- Church bench – Clerk to forward quote from Harewood Bridge Sawmills to Sean Wright at HBC to request commuted sums.
- Cllr Shipman requested commuted sums for a second bench on Clare How Close. Clerk to check with HBC if this is possible given that the land belongs to HBC Housing. Clerk to check with Sean Wright at HBC whether the commuted sums which were previously allocated to Hazel Head Farm would be available for this. Cllr Shipman to organise a quote for the bench, possibly from the same supplier as above.

- Coneythorpe Village sign – Cllr Topham requested that consideration be given to a new village sign in Coneythorpe. The cost of this would be in the region of £700.00 and could be covered by commuted sums of £442.40 (currently allocated to Coneythorpe village green) and a further £300 from the Parish Council. The Cllrs were of the opinion that this seemed rather expensive and requested Cllr Topham to obtain 3 quotes before a decision can be made.

**2015.13 Community Hall, Arkendale**

Alan Stokes to report at the Parish meeting

**2015.14 Coneythorpe**

- Speed restrictions – Cllr Robertshaw to investigate a vehicular activated sign and a reduction to 20mph
- HGVs – Cllr Topham commented on recent correspondence with Flaxby PC and confirmed that Mr Gill is doing all he can to monitor the speed of the trucks
- Repairs to Ivy Cottage and The Old Forge – Clerk reported that HBC will not be pursuing this for the time being whilst the estate of Mr Bulmer is still in probate. Clerk to monitor the situation
- Repair of footbridge – completed
- Broadband upgrade- Clerk reported that Coneythorpe is being considered for Phase 2 of the rollout. Clerk to continue to chase

**2015.15 Arkendale**

- Dead tree on Clare How Close – a works order has been issued by HBC and the work should be carried out in March – (note post meeting – HBC have confirmed that the work has been carried out. Stump grinding to follow in the next 12-18 months)
- Children’s play area – Cllr Robertshaw reported that it had been decided to wait and apply for funds from S.106 monies from AWRP/NYCC. Cllr Robertshaw to prepare the proposal when necessary
- No parking signs on Clare How Close – Clerk reported that HBC have agreed to erect a residents only parking sign. Timing to be confirmed.
- Traffic calming measures near Holgate Farm – no further action required

**2015.16 Transparency Code for smaller councils**

The Parish Council agreed to adopt the code. Clerk to collate relevant information and give to Gavin Holman for the website

**2015.17 Correspondence**

- Letter dated 10<sup>th</sup> April 2015 from HBC regarding the election of councillors for Harrogate & Knaresborough parliamentary election
- Letter dated 20<sup>th</sup> April 2015 from HBC regarding the bulb/wildlife scheme – daffodils have been chosen
- Email dated 17<sup>th</sup> March 2015 from North Yorkshire PCC regarding the Community Speed Watch – a pilot scheme has been set up in the Selby area. No further action.

**2015.18 Potholes**

Cllr Robertshaw reported that some of the more serious potholes have been patched up on Clareton Lane/ Spitlands Lane – nothing further to report

**2015.19 Fly Tipping**

Cllr Houseman reported that there had been no recent fly tipping

**2015.20 Village Autumn Clean**

Due to the success of the Spring clean, it was agreed to carry out an Autumn clean in the villages. This will take place on October 24<sup>th</sup>/25<sup>th</sup>, Arkendale on 24<sup>th</sup>, Coneythorpe 25<sup>th</sup>, all equipment to be delivered to Arkendale and collected in Coneythorpe. Clerk to order 20 sets of equipment to be delivered to Arkendale for the villages to share.

**2015.21 Matters for inclusion on next agenda**

Cllr Robertshaw asked for volunteers to help mow the grass at the Moor Lane Arkendale bus shelter.

**2015.22 Date and time of next meeting**

The next meeting of the Parish Council will take place on Wednesday 23<sup>rd</sup> September 2015 at 7.30pm in the Community Hall, Arkendale

The meeting closed at 8.10 pm

Signed ..... Dated .....

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Parish Meeting held on Wednesday 27<sup>th</sup> May 2015**  
**At 8.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Topham, Cllr P Houseman, Cllr D Bailey, Cllr M Robertshaw, Cllr S Shipman  
HBC Cllr Anthony Alton, Alan Stokes, Jane Watson, Gavin Holman, John Brook, Elizabeth Owen

**In Attendance:** Mrs Kate Lavelle (Clerk)  
21 members of the Public

**A.2015.1 Apologies for absence**  
NYCC Cllr Robert Windass, Cynthia Strong

**A.2015.2 Annual Report of the Parish council**

1. Chairman's Report – Cllr Topham gave the report – see attached. Cllr Topham finished by thanking his fellow Councillors and the Clerk for all their hard work during the year
2. Finance – Cllr Topham confirmed that the Annual Audit has been signed off by James Mackman, the internal auditor. At the year ended 31<sup>st</sup> March 2015, there was £4921.92 in the current account, less unrepresented cheques of £244.15. There was £229.08 in the deposit account. This gave a total of £4936.99

**A.2015.3 Questions and comments arising from agenda items 2 and 3 – see A2015.7**

**A.2015.4 Reports from other Councillors**

HBC Cllr Anthony Alton gave an update on the issues faced by HBC over the last year. HBC has not increased council tax. Planning and housing requirements remain an issue. The plans for Flaxby have not yet been submitted but due to the scale and complexity of the site, it will take some time for the Planning Department to reach a decision. Cllr Topham thanked Cllr Alton for his attendance and input over the last year.

**A.2015.5 Reports from other groups**

Jane Watson – Community Neighbourhood Watch – Jane Watson read out Cynthia Strong's report and confirmed that it had been a fairly quiet year. Jane reminded the public to report any suspicions to the police and to contact Jane or Cynthia so that all residents can be alerted.

Gavin Holman – Arkendale & Coneythorpe website – Gavin gave a short resume of the benefits of a community website and a reminder to all to share any useful information

Alan Stokes – Community Hall - Alan reviewed some of the successful and well attended events over the last year, including films, the Wine Society and fitness classes and confirmed that the Community Hall finances are in good shape. Alan thanked everyone for their continued support.

John Brook – Coneythorpe Village Committee – John reviewed the events of the last year and thanked the committee for their support

Elizabeth Owen – The Bluebell – Elizabeth thanked everyone for supporting the development and the opening of the Bluebell over the last year. The Parish Council thanked Elizabeth for her input over the last year

**A.2015.6 Appointment of Representatives**

1. Community Hall Committee – Cllr Robertshaw
2. YLCA – Cllr Topham
3. HBC Parish Consultation Meetings – Cllr Topham
4. AWRP Liaison Group – Cllr Topham
5. HBC Planning Meetings – Cllr Shipman
6. Police Liaison – Cllr Deane Bailey
7. Highways Area 6 – Cllr Robertshaw
8. Fly Tipping – Cllr Houseman

**A.2015.7 Any other items to be raised by any elector**

- There was a query whether the lighting at the Bluebell would be turned off at night. Elizabeth Owen confirmed that this will be arranged. There was a query regarding the type of food and drink available in the bar area. Elizabeth confirmed that any feedback would be welcome
- There was a query as to whether we could have a village shop. Cllr Topham explained that sadly a village shop would not be sustainable in such a small community. Clerk to investigate “Village Vending”
- There was a discussion as to whether the installation of a defibrillator would be possible. Cllr Topham said that last time this arose, there was not sufficient support to continue. John Brook to investigate and present some guidance at the next meeting in September.
- There was a proposal for Coneythorpe to have its own website. Clerk to liaise with Village Committee and Gavin Holman.

**A.2015.8 Date and time of next meeting**

The next Annual Parish meeting will be on Wednesday 18<sup>th</sup> May 2016 at 8.00 pm in the Community Hall, Arkendale

Signed ..... Dated .....



**ARKENDALE, CONEYTHORPE AND CLARETON PARISH COUNCIL**

**CHAIRMAN'S REPORT 2014/2015**

**Parish Council meetings**

We have five meetings per year in September, November, January, March and May.

**Parish Councillors**

I would like to thank, Sarah Shipman, Mark Robertshaw, Deane Bailey and Peter Houseman for their help and support during the last year.

The PC has had good support from North Yorkshire County Councillor Robert Windass. and Harrogate Borough Councillor, Councillor Antony Alton, over the year and we look forward to their continuing support.

I would also like to thank all the villagers who have turned up at our meetings and the support we have had from them during the past year.

**Parish Clerk**

After our Parish Meeting last year our parish Clerk resigned as she had been taken on as a prospective Conservative Parliamentary candidate. We wish her well. We appointed Mrs Kate Lavelle as our Clerk on August 1<sup>st</sup> 2014.

**Bluebell Inn Arkendale**

After over 3 years the Blue Bell finally opened on March 26<sup>th</sup>. The pub looks very attractive both inside and out and the Parish Council wishes the owners good luck.

**Harrogate District Local Plan.**

Cllr Shipman has been involved with this and will give an update during this meeting

**Planning Applications**

20 Planning applications were dealt with during the year.

5 had no objections, 6 granted with conditions, 1 HBC refused, 1 potential planning breach, 1 Parish Council approved the moving the Phone Box.

1 temporary tree preservation order. Others are re applications. Plus 2 outstanding applications at the end of the financial year

**Broadband**

High Speed Broadband is now in Arkendale, Coneythorpe is still not on the superhighway, we are trying to get the necessary commitment to install.

## **Potholes**

This has been an ongoing problem; Cllr Robertshaw continues to pursue NYCC Area 6 for repairs in the Parishes

## **Flaxby housing development**

I attended a meeting in Goldsborough on April 29th

## **BT phone box in Arkendale**

The village owns the phone box on Moor lane.

## **Fly Tipping**

The Fly Tipping has been an ongoing problem in the villages. HBC are very good at removing reported fly tipping. I would like to thank Cllr Houseman for his quick response when these events take place.

Dog fouling in the villages is still a problem. HBC will investigate any fouling problem if reported. There is a £50.00 fine for any violation.

## **Bulbs**

We had a delivery from HBC of Daffodils this year which both villages had benefit from.

## **Web Site**

Gavin Holman has continued to maintain an excellent web site. The PC thanks him for his time and efforts.

## **Waste Incinerator at Allerton Quarry**

NYCC has won the battle to build their Waste incinerator at Allerton Park. I am now on the AWRP community liaison group, this is chaired by Councillor Windass, we will be making sure that the parishes get their share of any section 106 monies that are available.

## **Village Spring Cleans**

All three villages had a spring clean over the weekend of March 21<sup>st</sup>/22<sup>nd</sup> and these were well attended. I would like to thank all the people who took part.

Peter L Topham - May 2015

Chairman Arkendale, Coneythorpe and Clareton Parish Council