

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Wed 18th May 2016**  
**At 7.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr O Quarmby, Cllr M Robertshaw, Cllr S Shipman, Cllr J West, P Topham  
HBC Cllr Nick Duxbury

**In Attendance:** Mrs Kate Lavelle (Clerk)  
Mrs Angela Pulman (Clerk)  
14 members of the Public

**A.2016.01 Election of Chairman to serve for the year 2016/2017**

Cllr Mark Robertshaw was elected (proposed by P Topham and seconded by Cllr West and Cllr Shipman)

**A.2016.02 Election of Vice Chairman to serve for the year 2016/17**

Cllr Jon West was elected (proposed by Cllr Houseman and seconded by Cllr Quarmby and Cllr Robertshaw)

**A2016.03 Parish Council Elections and Resignations**

- The election of Cllr Jon West and Cllr Oliver Quarmby to the Parish Council was noted
- The resignation of Cllr Peter Topham and Cllr Deane Bailey from the Parish Council was noted
- The introduction of new Clerk Angela Pulman starting on 1<sup>st</sup> May 2016 and the resignation of Clerk Kate Lavelle on 31<sup>st</sup> May 2016 was noted

**A.2016.04 Apologies for absence – NYCC Cllr Robert Windass**

**A.2016.05 Declarations of interest - none**

**A.2016.06 Minutes of the Previous Meeting**

The minutes of the last Annual Parish meeting held on Wednesday 27<sup>th</sup> May 2015 were approved as a correct record and signed by the Chairman.

**A.2016.07 Chairman's report**

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

**A.2016.08 Annual governance Statement**

The Cllrs considered the questions in the Annual Governance Statement of the Annual Return for the year ending 31st March 2016. 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.2016.09 Statement of Accounts**

Cllr Mark Robertshaw gave an explanation of the figures in the Statement of Accounts on the Annual Return for the year ending 31<sup>st</sup> March 2016. It was agreed that the amounts quoted were correct and the Chairman and the Clerk then signed the Return

**A.2016.10 Schedule of meetings**

The schedule of meetings for the year 2016/17 were agreed as follows:

Wednesday 7<sup>th</sup> September 2016 (to be rearranged for the 6<sup>th</sup> September)

Wednesday 9<sup>th</sup> November 2016 (to be rearranged)

Wednesday 11<sup>th</sup> January 2017

Wednesday 8<sup>th</sup> March 2017

Wednesday 10<sup>th</sup> May 2017 (includes the Annual meeting, the Ordinary meeting and the Parish meeting)

**A.2016.11 Date and time of next meeting**

The next Annual meeting of the Parish Council will be on Wednesday 10<sup>th</sup> May 2017

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Wednesday 18<sup>th</sup> May 2016  
in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr M Robertshaw, Cllr S Shipman, Cllr O Quarmby, Cllr J West  
HBC Cllr Nick Duxbury

**In Attendance:** Mrs Kate Lavelle (Clerk)  
Mrs Angela Pulman ( Clerk)  
14 members of the Public

**2016.01 Apologies for absence - NYCC Cllr Robert Windass**

**2016.02 Declarations of Interest – none**

**2016.03 Public Participation – Cllr Topham welcomed the members of the public**

**2016.04 Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 9th March 2016 were approved as a correct record and signed by the Chairman.

**2016.05 Appointment of Representative**

- YLCA – Angela Pulman
- AWRP Liaison Committee – Peter Topham
- HBC Planning Meetings – Cllr Shipman
- Police Liaison – Angela Pulman
- Highways Area 6– Cllr Robertshaw
- Fly Tipping – Cllr Houseman
- AWRP Community Fund – Cllr Quarmby

**2016.06 Correspondence**

Email dated 14<sup>th</sup> April 2016 from YLCA regarding login access for Cllrs to the NALC website – it was agreed to channel all NALC and YLCA website enquiries through the Clerk

**2016.07 Finance**

The following payments were noted

1. Payment of £95.33 Clerk's salary (Feb)
2. Payment of £124.00 to YLCA membership
3. Payment of £20.00 Arkendale Memorial Hall
4. Payment of £95.33 clerk's salary (March)
5. Payment of £16.50 Autela Limited

6. Payment of £10.00 to Arkendale Memorial Hall
7. Payment of £95.33 Clerk's salary (April)
8. Payment of £30.00 Tiger Inn
9. Payment of £5.90 to YLCA

It was agreed to appoint James Mackman as the internal auditor for 2016/17 should he be required under the new audit rules

**2016.08**

**YLCA**

- Nothing to report

**2016.09**

**AWRP**

- Nothing to report

**2016.10**

**Defibrillator**

- Cllr West to have further discussions with John Brook eg whether it could be sited in the old phone box, so that the Parish Council can decide whether to take this project forward

**2016.11**

**Planning decisions notified by Harrogate Borough Council**

- Application 6.87.16.K.FUL 16/00153/FUL – change of use of agricultural land to form domestic garden, relocation of stone wall and formation of terrace, external steps and new access at Clareton Farm, Clareton Lane, Coneythorpe – permission granted subject to conditions
- Application 6.87.16.L.FUL 16/00308/FUL – erection of lamb housing agricultural building at Clareton Farm, Clareton Lane, Coneythorpe – permission granted subject to conditions

**2016.12**

**Planning Applications dealt with between meetings**

- Application DCPARISH 6.78.89.ADVCON 16/01436/DVCON – variation of condition 2 of planning permission 6.78.89.A.FUL to allow substitution of approved plans in relation to plots 2 and 3 at Longacre, Moor Lane, Arkendale – Cllr Shipman confirmed that the Parish Council has objected to this. Cllr Shipman also warned that the paddock area could be put forward for development at a later date. Cllr Shipman commented that despite warnings on the safety of the new access, NYCC Highways did not have any concerns
- Application 6.78.66.A.FUL 16/00840/FUL – erection of 2 dwellings to involve demolition of agricultural building at Black Barn, south of Dale House Farm, Moor Lane, Arkendale – Parish Council does not object to or support the application but wishes to make comments or seek safeguards as set out in the letter dated 8<sup>th</sup> April 2016
- Cllr Shipman also gave an update on the Barn, Moor Lane (case no 14/04505/FUL). Planning permission has been approved – actual ownership of some of the land is unclear but this did not prevent the application for planning permission. The footpath is no longer in the plans. It seems unlikely that the trees will be removed even though they are close to the house.
- Cllr Shipman commented on the queries which have been raised by some residents on the size of the development at Clareton Farm, Clareton Lane, Coneythorpe. Cllr Shipman explained that planning applications are advertised by green notice and traditionally it has been the responsibility of the residents to read the notice and comment accordingly. The application is then often dealt with between meetings in order to meet deadlines. It was agreed that a new system would be devised to notify all residents of planning applications by email/website, in addition to the green notices

**2016.13****Planning applications received post agenda, pre meeting**

- Application 6.78.66.A.FUL 16/00840/FUL – amended application for Black Barn, Moor Lane, Arkendale – the concerns of the Parish Council (see 2016.12 above) seem to have been addressed. Cllr Shipman to consider in further detail

**2016.14****Community Hall, Arkendale**

Alan Stokes to report at the Parish meeting

**2016.15****Coneythorpe**

- Speed restriction initiative in association with Arkendale – Cllr Robertshaw reported that engineers employed by Groundwork are in discussions with NYCC Highways. Flaxby have withdrawn from the initiative
- Repairs to Ivy Cottage and The Old Forge – there has been no response from the owner and HBC have previously confirmed that unless the structures are dangerous then little further action can be taken on the state of the properties. Clerk (KL) to chase HBC to see if anything further can be done. Cllr West to make enquiries as to whether it would be possible for residents to clear the area in The Old Forge
- Quiz night in aid of Yorkshire Air ambulance – Cllr West reported that this had been a great success and over £2000 had been raised. Clerk (KL) to send a letter of appreciation from the Parish council

**2016.16****Arkendale**

- Two Ridings Grant application – Cllr Quarmby reported on this. There are two proposals
  1. A tree planting and hedgerow repair scheme combined with the formation of a circular walk around Arkendale and Minskip to take in historical points of interest (in association with Yorevision). The deadline for the application is 15<sup>th</sup> July and the first phase will be to apply for fees to cover legal/surveyor costs
  2. The Mar – to encompass a clean up and ongoing maintenance together with ecology and drainage surveys. Local residents are supportive but the issue of ownership is still being resolved. As above, the first phase of the application will cover legal fees and necessary ecological reports and surveyor costs
- There will be village meetings when necessary to consult the residents.
- Cllr Quarmby proposed that the Parish Council spearhead the applications (there can only be one application for a larger grant every year) but smaller projects such as the refurbishment of the village phone box could be included
- It was agreed that the Parish Council will act as the accountable body for the purpose of making grant applications in association with Groundwork. Cllr Quarmby to draft a letter to Groundwork to this effect
- It was agreed that the Parish Council is happy for Cllr Quarmby to apply for a grant for funding to pay for legal fees and surveyor costs in relation to both proposed projects (The Mar and the tree planting/hedgerow repair/village walk and capital works to the village phone box)
- A resident queried the maintenance costs for the speed restriction gates. Cllr Robertshaw to investigate

- The Blue Bell – Cllr Shipman reported that a new extractor fan has been installed and that the situation is being monitored

**2016.17 Annual Bulb Planting**

A Vote was taken amongst all those present and it was agreed to choose daffodil bulbs. Clerk (AP) to order the bulbs. Peter Topham to collect

**2016.18 Potholes**

Cllr Robertshaw reported that the potholes on the Arkendale to Flaxby road have been reported to NYCC and have been noted. A resident pointed out that the potholes are becoming quite serious.

**2016.19 Fly Tipping**

Cllr Houseman reported that a recent incident of fly tipping had been dealt with swiftly by HBC

**2016.20 Matters for inclusion on next agenda**

- A resident has raised a query on the state of Brunton Lane and Lidgett Lane in Coneythorpe and had queried whether local landowners should take some responsibility for maintenance
- The Blue Bell – ongoing monitoring of the extractor fan

**2015.21 Date and time of next meeting**

The next meeting of the Parish Council will take place on Tuesday 6th September 2015 at 7.30pm in the Community Hall, Arkendale (this date has been changed from the 7<sup>th</sup> – Cllr Houseman to check the availability of the Community Hall)

The meeting closed at 8.25 pm

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Parish Meeting held on Wednesday 18<sup>th</sup> May 2016**  
**At 8.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr M Robertshaw, Cllr S Shipman, Cllr O Quarmby, Cllr J West  
HBC Cllr Nick Duxbury, Alan Stokes, Jane Watson, Gavin Holman

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

**P.2016.01 Apologies for absence**  
NYCC Cllr Robert Windass

**P2016.02 Minutes of the previous meeting**  
The Minutes of the last Annual Parish Meeting held on 27<sup>th</sup> May 2015 were approved as correct record and signed by the Chairman

**P2016.03 Annual Report of the Parish council**

1. Chairman's Report – Former Chairman Peter Topham gave the report – see attached. Peter Topham finished by thanking his fellow Councillors and the Clerk for all their hard work during the year
2. Finance – this has been dealt with at the AGM

**P2016.04 Questions and comments arising from agenda items 2 and 3**

None

**P2016.05 Reports from other Councillors**

HBC Cllr Nick Duxbury thanked everyone for their support in the election and set out his views and aims for the coming year. He is especially concerned with fly tipping and potholes and also confirmed that he is on the HBC Planning committee and so will be taking a special interest in any planning applications. In response to a query about the Flaxby development and the Manse Farm development, Cllr Duxbury was unable to confirm any more details than those already in the public domain but added that development in the villages of Claro Ward is very likely. Cllr Shipman asked whether he is able to represent our views on the Planning Committee - Cllr Duxbury to confirm. Cllr Robertshaw thanked Cllr Duxbury for his attendance.

**P2016.06 Reports from other groups**

Jane Watson – Community Neighbourhood Watch – Jane Watson confirmed that it had been a fairly quiet year. Internet and telephone fraud is on the increase. The email system in

Coneythorpe is a good method of alerting residents to crime but it was noted that a smaller proportion of residents in Arkendale are contactable via email. Jane thanked the residents for their support throughout the year. Jane and Angela Pulman to liaise regarding Police matters. Cllr Robertshaw thanked Jane for her report

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. Gavin reminded the meeting that the offer of a separate Coneythorpe website is still available if anyone is interested. Gavin pointed out that only 40 – 45% of Arkendale residents are on the mailing list for emails (compared to Coneythorpe which is nearly 100%). Gavin is also willing to prepare separate links for the website to cover the publication of planning applications and Two Ridings grant applications. Cllr Robertshaw thanked Gavin for his report

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. Alan thanked everyone for their continued support and reminded everyone that the Community Hall is there for the collective community use. Cllr Robertshaw thanked Alan for his report

Jon West – Coneythorpe Village Committee – John reviewed the events of the last year and thanked the committee for their support. The events are purely social, well attended and often subsidised by the residents' subscription fees. A full agenda has been planned for 2016/17. Cllr Robertshaw thanked Jon for his report

**P2016.07 Any other items to be raised by any elector**

- There was a query regarding the trees which have been felled at the Coneythorpe substation and whether the tree stumps will be removed. Peter Topham offered to make some investigations and Cllr Houseman to contact Ian Gill

**P2016.08 Date and time of next meeting**

The next Annual Parish meeting will be on Wednesday 10<sup>th</sup> May 2017 in the Community Hall, Arkendale

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