

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 9th May 2018  
At 7.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr K Mullen, Cllr O Quarmby, Cllr M Robertshaw, Cllr J West.

**In Attendance:** Angela Pulman (Clerk)  
10 members of the public

**A.2018.01 Election of Chairman to serve for the year 2018/2019**

Cllr Mark Robertshaw was elected.

**A.2018.02 Election of Vice Chairman to serve for the year 2018/2019**

Cllr Jon West was elected.

**A.2018.03 To consider co-opting to fill the vacancy for Arkendale Parish Council.**

Cllr P Houseman was co-opted to Council.

**A.2018.04 Apologies for absence – none**

**A.2018.05 Declarations of interest - none**

**A.2018.06 Minutes of the Previous Meeting**

The minutes of the last Annual Parish meeting held on Wednesday 10 May 2017 were approved as a correct record and signed by the Chairman.

**A.2018.07 Chairman's report**

Chairman Cllr Mark Robertshaw gave a summary of the Parish Council's year (see attached).

**A.2018.08 Appointment of Representatives**

The following representatives were appointed for the year 2018/19:

- YLCA – Clerk
- AWRP – Mr P Topham
- HBC planning meetings – Cllr J West
- Police liaison – Clerk
- Highways (Area 6) – Cllr M Robertshaw/Cllr K Mullen
- Fly tipping – Cllr P Houseman
- AWRP Community Fund – Cllr O Quarmby

**A.2018.09**

**Schedule of meetings:**

The schedule of meetings for the year 2018/19 was agreed as follows:

Extra-ordinary meeting to sign off the AGAR for 2017/18 - TBA

Wednesday 19 September 2018 (NB possible venue change – TBA)

Wednesday 21 November 2018

Wednesday 23 January 2019

Wednesday 20 March 2019

Wednesday 15 May 2019 (includes the Annual meeting, the Ordinary meeting and the Parish meeting \***7 p.m.** start)

All meetings to be held in the Community Hall, Arkendale starting at 7.30 p.m. (\*see above).

**A.2018.10**

**Date and time of next meeting**

The next Annual meeting of the Parish Council will be on Wednesday 15 May 2019.

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Wednesday 9 May 2018  
in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr K Mullen, Cllr O Quarmby, Cllr M Robertshaw (Chair), Cllr J West

**In Attendance:** Angela Pulman (Clerk)  
10 members of the Public

Councillor M Robertshaw offered the Parish Council's sincere condolences on the passing of District Councillor Nick Duxbury.

**2018.01 Apologies for absence - None**

**2018.02 Declarations of Interest – none**

**2018.03 Public Participation –** Cllr Robertshaw welcomed the members of the public.

A request was made to make it clearer to members of the public that, as well as speaking about items on the agenda, residents were welcome to raise issues with the Parish Council that could be put forward to a future agenda.

**2018.04 Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 14 March 2018 were approved as a correct record and signed by the Chairman.

**2018.05 Correspondence**

- HBC have offered a selection of bulbs. Cllrs to decide on selection and order by application form by 21st May 2018. Arrangements to be made for collection.

Cllr J West to make the necessary arrangements and the bulbs to be planted in the Coneythorpe and Clareton area.

- NYCC Records Office Survey.

The survey to be published on the Arkendale Village website for those wishing to complete.

- HBC Welfare Support Strategy Consultation.

Cllr K Mullen to review the consultation on behalf of the Parish Council.

**2018.06 Finance**

The following payments/receipts were noted:

1. Payment of £128.00 YLCA membership 18-19
2. Payment of £1990.80 E Harris Solicitor – The Mar\*
3. Payment of £95.33 Clerk's salary (Mar)
4. Payment of £40.32 Autela Payroll (Jan-Mar)
5. Payment of £612.00 DTMS Ltd (The Mar)\*\*
6. Payment of £95.33 Clerk's salary (Apr)
7. **Receipt** of £2246.89 VAT return
8. **Receipt** of £1300 Precept (1<sup>st</sup> Instalment)

\*Allerton Park Landscape and Cultural Heritage Fund

\*\*Allerton Park Landscape and Cultural Heritage Fund Phase 2

- To consider the appointment of J Mackman for the internal auditor 2018/19.

The Parish Council agreed the appointment of J Mackman for the internal auditor 2018/19.

- To consider and agree costs for set up of new email accounts for all Cllrs in line with GDPR.

Cllr J West agreed to look into the cost of setting up Parish Council specific email addresses for all Councillors.

The Parish Council agreed to remove the Clerk's home address from the Parish Council's communications and replace it with the address of Arkendale Community Hall.

- To consider and agree next steps re DPO appointment in line with GDPR (see YLCA email dated 27/4/2018).

The Parish Council agreed not to appoint a DPO, but to continue to monitor the situation.

- To consider a 2% salary increase for the Clerk in line with the NALC 2018-19 National Salary Award.

Members agreed to the 2% increase for 2018-19 being awarded to the Clerk.

## **2018.07 Planning decisions notified by Harrogate Borough council**

- Planning Enforcement 18/00206/PR15 – Cllr J West to contact the case officer on behalf of the Parish Council.

## **2018.08 Planning applications received after publication of this agenda and prior to the meeting**

- Application 6.78.98.B.PNA 18/01173/PNA, Erection of polytunnel, Land Comprising Field At Grid Reference 438184 460698 Moor Lane Arkendale – has no objections.
- Application 6.87.2.B.FUL 18/01237/FUL, Erection of single storey extension; Erection of first floor extension. 5 Shortsill Lane Coneythorpe HG5 0RL – Councillors had seen the green notice, but no planning application paperwork had been received. On the basis of the green notice Council discussed the application and responded no objections.

## **2018.09 Arkendale, Coneythorpe and Clareton**

- Christmas tree lights in Arkendale.

The Church committee are in favour of the idea to light the trees adjacent – Cllr O Quarmby to explore costs, timings and power supply in more detail and report back to the Parish Council.

- Restrictions to accessing footpaths on the 'Knaresborough Round' due to chicken wire.

Cllr M Robertshaw to liaise with Councillor J West and send a report highlighting the problem to NYCC Area 6 Highways.

- Lorries through the villages/Lorry Watch – next step to contact the Farnham Lorry Watch Co-ordinator.

Cllr M Robertshaw has contacted trading standards and is awaiting a response.

## **2018.10 Allerton Park Landscape and Cultural Heritage Fund Grant**

Cllr O Quarmby update members on progress with works at The Mar, so far this has been encouraging but now in need of a dry spell to continue. Cllr Quarmby stated that there was more rubble in the banking area that required removal. Council approved for this extra work to be undertaken within the scope of the grant fund project.

Work is continuing to transfer ownership of The Mar to the Parish Council. Clerk to send further details to insurers – current advise is that ownership of this area will add no more to the cost of insurance.

Cllr Quarmby mentioned to those attending the meeting that through the work with the family that currently own The Mar, the title 'Lord of the Manor of Arkendale' was available should anyone wish to apply for it.

Tree Planting: Approval has been sought from NYCC and HBC. HBC do not want to see any trees cut down so Cllr Quarmby proposed that this part of the project now focuses on new planting only. The Parish Council agreed that this was the best way forward.

Cllr J West made reference to the Willow and the need to remove the TPO on this one particular tree and appoint a tree surgeon company to act on behalf of the Parish Council to approach HBC on the grounds of health and safety and drainage to try to get some action taken toward the removal of the tree. The Parish Council agreed to appoint a specialist company at the cost of £45 – funds to be taken from the grant fund.

Cllr Quarmby stated the intention to site a lifebuoy at the site of the pond at The Mar, the possibility of using funds from commuted sums was to be investigated. Clerk to look at any further insurance implications.

## **2018.11 Highways**

A resident mentioned an email regarding a light that needed replacing, the light is situated opposite the Community Hall and has needed attention for some time, although there has been some discussion as to which authority is responsible. Cllr M Robertshaw agreed to contact Harrogate Borough Council to ask them to repair the light asap as it is situated on the Council's land.

## **2018.12 Fly tipping**

There has continued to be the odd incident that has been dealt with swiftly. Cllr P Houseman offered to deal with one such case in the Community Hall Car Park.

## **2018.13 Matters for inclusion on the next Agenda.**

Traffic calming measures – Moor Lane.

Tyres on road (Cllr M Robertshaw to report to Area 6 again and raise the issue of safety).

**2018.14**

**Date and Time of next meeting.**

The next meeting of the Parish Council will be held on Wednesday 19th September 2018 in the Community Hall, Arkendale. **Please note** this meeting may be subject to a venue change if plans to hold the meeting in Coneythorpe are possible.

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Parish Meeting held on Wednesday 9 May 2018**  
**At 8.00pm in the Community Hall, Arkendale**

**Present:** Cllr P Houseman, Cllr M Robertshaw, Cllr K Mullen, Cllr O Quarmby, Cllr J West

**In Attendance:** Angela Pulman (Clerk)  
10 members of the Public

**P.2018.01 Apologies for absence - none**

**P.2018.02 Minutes of the previous meeting**

The Minutes of the last Annual Parish Meeting held on 10 May 2017 were approved as correct record and signed by the Chairman.

**P.2018.03 Annual Report of the Parish council**

1. Chairman's Report – Chairman Cllr Mark Robertshaw referred to his earlier report given at the Annual Meeting of the Town Council (copy will be available on the webpage)
2. Finance – the Clerk gave a summary of the current financial position and considerations for the coming year. The Annual return will be dealt with at an extraordinary meeting once the internal audit is complete. All up to date financial information is available on the webpage.

**P2018.04 Questions and comments arising from agenda item 03**

None

**P2018.05 Reports from other Community Groups**

Gavin Holman – Arkendale Community Hall – Gavin reported that Hall maintenance was still ongoing, but not much was required and it is all self-funding. This year has seen the introduction of sound deadening boards and a new car park sign, whilst the projector is currently under repair. Booking continue to be wide ranging and the hall continues to be very well used.

Gavin stated that help in the running of the Hall is always needed and to please contact him if you can offer your services. Assistance with opening and closing the building on an occasional part-time basis would be particularly helpful.

Jon West – Coneythorpe Village Association – the association continues to go from strength to strength with 95% of the village under full subscription and many successful events taking place.

**P2018.06 Any other items to be raised by any elector**

- A resident queried the White posts on Clareton Lane, opposite Clareton Farm and the mowing of the verge on a regular basis right up to the line of the hedge. He questioned when the sticks would be removed and the ownership of the land. Cllrs Robertshaw and Mullen agreed to look into the matter and take forward to NYCC if necessary.
- It was reported that a recent AWRP liaison meeting made mention of imported waste from Hull and Derbyshire. The planning application process promised no imported waste. Residents questioned the extent of any imported waste zone. Cllr Robertshaw to contact County Councillor R Windass about the concerns raised.
- A question was raised regarding the trees to be used in the tree planting project being undertaken by the Parish Council on behalf of the villages, it was asked if trees were sourced locally. Councillor Quarmby to look into this when the project moves closer to this area of work.
- Councillor J West mentioned the defibrillator project he has been working on and asked if a small working party could be formed to further this idea. Two defibrillators can be obtained free through National lottery funding and both pubs have approved of having defibrillators in principle. At this stage Jon is asking for community help to move things forward.

**P2016.07 Date and time of next meeting**

The next Annual Parish meeting will be on Wednesday 15<sup>th</sup> May 2019 in the Community Hall, Arkendale

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