

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 15th May  
2019**

**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)  
6 members of the public

**A.2019.01 Election of Chairman to serve for the year 2019/2020**

Cllr Jon West was elected.

Cllr West thanked Cllr Robertshaw for the great job he did as Chairman of the Parish Council and also noted that the cohesion between the 2 parishes that make up the Parish Council had improved dramatically.

**A.2019.02 Election of Vice Chairman to serve for the year 2019/2020**

Cllr Karen Mullen was elected.

**A.2019.03 Apologies for absence – none.**

**A.2019.04 Declarations of interest - none**

**A.2019.05 Minutes of the Previous Meeting**

The minutes of the last Annual Parish meeting held on Wednesday 09 May 2018 were approved as a correct record and signed by the Chairman

**A.2019.06 Chairman's report**

Cllr Mark Robertshaw deferred his to the Annual Parish Meeting, later in the evening (see attached).

**A.2019.07 Appointment of Representatives**

The following representatives were appointed for the year 2019/2019:

- YLCA – Cllr K Mullen
- AWRP – Mr P Topham
- HBC Planning – Cllr O Quarmby
- Police liaison – Cllr M Robertshaw
- Highways (Area 6) – Cllr M Robertshaw
- Fly tipping – Cllr P Houseman
- AWRP Community Fund – Cllr O Quarmby

- Countryside Matters – Cllr P Houseman

**A.2019.08 To consider temporary arrangements until Clerk/RFO vacancy filled.**

Cllr K Mullen agreed to undertake the role of Clerk and RFO on a temporary basis until the vacancy can be filled. The current Clerk to begin the handover process and complete by the end of June 2019

**A.2019.09 To adopt the latest version of Standing Orders and approve the Reserves Policy for 2019/20.**

The Parish Council reviewed both the Standing Orders and the Reserves Policy and agreed to adopt the latest versions. Website to be updated by the Clerk.

**A.2019.10 To receive and note the Internal Audit Statement for the year ending 31 March 2019.**

The Parish Council received and noted the Internal Audit Statement for 2018/19.

**A.2019.11 Annual Governance Statement**

To consider the Annual Governance Statement for the year ending 31 March 2019.

The Clerk read out each of the statements numbered 1 to 9 and the Parish Council agreed 'Yes' in response to statements 1 to 8 and that statement 9 relating to Trust Funds was not applicable.

**A.2019.12 Statement of Accounts**

To consider the Statement of Accounts for the year ending 31 March 2019.

The Parish Council agreed the Statement of Accounts for 2018/19.

**A.2019.13 Schedule of meetings.**

To agree the schedule of meetings to be held next year which is as follows:

Wednesday 18th September 2019

Wednesday 20th November 2019

Wednesday 22nd January 2020

Wednesday 18th March 2020 (\*to be held at The Tiger Inn, Coneythorpe)

Wednesday 20th May 2020 (includes Annual Meeting, Ordinary Meeting & Parish Meeting)

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

**A.2019.14 Date and Time of next meeting.**

The Parish Council confirmed that the next Annual Meeting of the Parish Council will be on Wednesday 20th May 2020.

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Wednesday 15 May 2019  
in the Community Hall, Arkendale**

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

**In Attendance:** Angela Pulman (Clerk)  
6 members of the Public  
Borough Councillor Z Metcalfe

**2019.01 Apologies for absence - None**

**2019.02 Declarations of Interest**

- Cllr K Mullen – Planning item 19/01184/LB (took no part in this item for discussion)
- Cllr J West – Planning item 19/01151/FUL (took no part in this item for discussion)

**2019.03 Public Participation** – Cllr West welcomed the members of the public and apologised that the HBC Cabinet Member for Planning, Rebecca Burnett was not now able to attend. Her attendance will be rescheduled to a future date.

**2019.04 Reports from the County Councillor and Borough Councillor**

Not present at this meeting (although Cllr Z Metcalfe hoping to attend later)

**2019.05 Minutes of the Previous Meeting**

The minutes of the meeting held on Wednesday 20 March 2019 were approved as a correct record and signed by the Chairman.

**2019.06 Finance**

The following payments/receipts were noted:

1. Payment of £23,207.05 WSH Services (tree & vegetation contractors) \*
2. Payment of £130.00 YLCA membership 2019-20
3. Payment of £47.00 Autela Payroll (Jan-Mar)
4. Payment of £76.33 Clerk's salary (Apr)
5. **Receipt** of £1350.00 Precept (1<sup>st</sup> Instalment)
6. Payment of £15.00 YLCA Clerk job advertisement
7. Payment of £33.00 Ink cartridges
8. Payment of £27.57 Clerk's travel expense (audit x 2)
9. Payment of £86.00 Cllr J West training
10. Payment of £80.00 Internal Audit Fee
11. Payment of £25.00 Community Hall

\*Allerton Park Landscape and Cultural Heritage Fund

- To approve the finance figures to date.

The Parish Council approved the figures.

A request was made to change the column marked cheque number to transaction number to reflect internet banking and the Clerk agreed to implement this change.

- To consider the appointment of J Mackman for the internal auditor 2019/20.

The Parish Council agreed the appointment of J Mackman for the internal auditor 2019/20.

## **2019.07 Planning decisions notified by Harrogate Borough council**

- Application 6.78.T.REM 19/00214/REM – reserved matters application for the demolition of existing agricultural buildings, the erection of 4 dwellings and conversion of barn to dwelling (appearance, landscaping, layout, and scale considered) under Outline Permission 17/04542/OUT. Hazel Head Farm, Mar Head Balk, Arkendale, HG5 0RG – approved subject to conditions.
- Application 6.87.1.A.FUL 19/00813/FUL – demolition of conservatory and erection of a single storey extension. Stonybrook, 7 Shortsill Lane, Coneythorpe, HG5 0RL – approved subject to conditions.

## **2019.08 Planning applications received after publication of this agenda and prior to the meeting**

- Application 6.78.66.D.LB 19/01184/LB – listed building application for alteration of fenestration and doors. The Old Barn, Moor Lane, HG5 0QU – PC has no objections.
- Application 6.78.67.H.LB 19/01636/LB – listed building consent for the replacement of 8 no. windows. Pond House Farm, Mar Head Balk, Arkendale, HG5 0RG – PC has no objections.
- Application 6.87.15.C.FUL 19/01151/FUL - Demolition of conservatory, erection of a single storey and porch, and alterations to doors and fenestration. Stootley House 3 Shortsill Lane Coneythorpe HG5 0RL – PC has no objections.

## **2019.09 Planning Applications - other**

Planning Enforcement 19/00271/BRPC15 relating to an alleged breach at Land and Buildings Known as Vintage Croft, Arkendale Road, Ferrensby was received and noted by the Parish Council.

## **2019.10 Arkendale, Coneythorpe and Clareton**

- **Village Signs for Clareton** – The Parish Council has received 4 quotes and it was agreed the preferred quote was from Holberry Signs at £125+VAT for each sign, plus £100 flat fee to fit both signs.  
Awaiting a response from NYCC to confirm it does not require an approved contractor for this work. The Street Furniture Licence is ready to complete.  
The Parish Council agreed to proceed with the quote as detailed above, subject to the licence from NYCC being obtained.
- **Summer Fair at The Mar** – Cllr Quarmby stated this was still in the early stages of discussion, but a possible date could be 21 July 2019. The Church would be leading the event as funds would be prioritised for the Church Clock.

- Christmas tree lights in Arkendale – Cllr Quarmby agreed to work up a proposal/plan with costings.
- Footpaths and Arkendale Pump – Cllr Robertshaw agreed to review the condition of the pump and report back at a future meeting.

**2019.11 AWRP**

Mr P Topham was unable to attend the meeting and any updates were deferred to a future meeting.

**2019.12 Allerton Park Landscape and Cultural Heritage Fund Grant**

Cllr O Quarmby update members on progress with works at The Mar. This project is near completion with the transfer of ownership being the only outstanding item and this should be done by the end of 2019.

It is hoped that there will be a 'Community Balsam Pulling Event' at The Mar in August.

The tree and hedgerow planting are complete and condition/growth will be reviewed in a year's time.

Cllr Quarmby will complete the fund completion reports on behalf of the Parish Council.

***Councillor Z Metcalfe arrived to the meeting.***

**2019.13 Highways**

Cllr Robertshaw stated the work at Holgate Bridge was still ongoing, the safety fencing had also fallen down.

Cllr Robertshaw will again chase NYCC regarding both Clareton Lane and the damaged sign.

The Parish Council raised concern that NYCC (Area 6) was not communicating its work schedule adequately and that given deadlines for work in several areas had passed with no action taken.

**2019.14 Fly tipping**

There had been one incident last week that had been dealt with accordingly.

***The Chairman invited Cllr Metcalfe to report at this point in the meeting.***

Cllr Metcalfe explained that the Inspector had had sight of the Local Plan and asked for additional work to be done which HBC will be submitting soon. If the Inspector is satisfied the next step will be public consultation possibly in June 2019.

Cllr Metcalfe suggested that the Flaxby Park proposed development will not come before committee until the Local Plan work for the Inspector has been completed. With regard to the rail halt infrastructure, it was felt that it would slow the network down hence the inclusion of a park and ride facility.

Based on this discussion the Parish Council agreed to postpone the future visit of Cllr Rebecca Burnett until September at the earliest.

In the absence of Cllr Windass, Cllr Metcalfe urged people to complete the Harrogate Congestion Study that was currently available online. To date over 8000 responses have been received.

Finally, Cllr Metcalfe mentioned the Harrogate Lotto which is open to charities and volunteer groups throughout the district to help increase their income stream. The Parish Council agreed to put this as an item on its next agenda to help increase awareness.

**2019.15 Matters for inclusion on the next Agenda.**

Harrogate Lotto.

Potential Projects for the Parish Council – invite input from local residents, put out a request on the Arkendale Website.

**2019.16 Date and Time of next meeting.**

The next meeting of the Parish Council will be held on Wednesday 18th September 2019 in the Community Hall, Arkendale at 7.30p.m.

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Parish Meeting held on Wednesday 15 May 2019**  
**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)  
8 members of the Public

**P.2019.01** **Apologies for absence** - none

**P.2019.02** **Minutes of the previous meeting**

The Minutes of the last Annual Parish Meeting held on 09 May 2018 were approved as correct record and signed by the Chairman.

**P.2019.03** **Annual Report of the Parish council**

1. Chairman's Report – Past Chairman Cllr Mark Robertshaw referred summarised the work of the Parish Council over the past 12 months (see attached)
2. Finance – the Clerk gave a summary of the current financial position and considerations for the coming year. All up to date financial information is available on the webpage.

**P2019.04** **Questions and comments arising from agenda item 03**

Cllr Z Metcalfe referred to the Parish Council's concerns, particularly the lack of progress at Holgate Bridge, she believes there has been a high turnover of staff but will be keeping a watching brief on the situation.

A resident expressed concern over trees that she had communicated to members of the Parish Council and NYCC, the Parish Council agreed to write to Cllr R Windass at NYCC on the resident's behalf.

**P2019.05** **Reports from other Community Groups**

Arkendale Community Hall – Gavin Holman reported that Hall maintenance continued, the electricity pole had gone and repainting of the Hall and decking is in progress. A grant has been received to install new LED lighting later this year. Bookings continue to be good and to include a wide variety of activities both one-off and regular. The Community Hall group is still looking for extra people to help run the facilities, help with opening and closing the building on an occasional

and part-time basis would be particularly helpful. Please contact Gavin Holman if you think you can help in any way.

The new look Arkendale Village website was introduced last year to be more compatible with mobile devices. The Amazon link on the website benefits the Community Hall so please don't forget to use it.

Coneythorpe and Clareton Neighbourhood Watch is still active, but thankfully, apart from 1 serious burglary, all has been quiet in the area. Jane continues to forward NYP information emails. Cllr Robertshaw agreed to talk to Jane about how to go about setting up the NYP app and/or introducing Neighbourhood Watch back into Arkendale.

The Coneythorpe and Clareton Village Association is still going strong, after 19 years it continues to be well supported running several very successful events throughout the year.

**P2019.06 Any other items to be raised by any elector - none**

Cllr Quarmby told those present that the title 'Lord of the Manor of Arkendale' was available for sale, it may go for auction but it would be preferable if it could be sold locally. If anyone is interested please contact Cllr O Quarmby for more details.

Cllr Z Metcalfe mentioned that NYCC would be selling Vehicle Activated Speed signs and that she would get some more information about this for a future meeting.

**P2019.07 Date and time of next meeting**

The next Annual Parish meeting will be on Wednesday 20th May 2020 in the Community Hall, Arkendale.

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