

Arkendale, Coneythorpe & Claretton  
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Tuesday 18<sup>th</sup> May 2021 in  
St Bartholomew Church, Arkendale**

- Present:** Cllr J West (Chair), Cllr P Houseman, Cllr K Mullen, Cllr O Quarmby, Cllr M Robertshaw
- In Attendance:** Emma Barker (Clerk)  
5 members of the Public
- A.2021.01 Election of Chairman and Vice-Chairman to serve for the year 2021/22**  
Cllr J West was re-elected as Chairman  
Cllr K Mullen was re-elected as Vice-Chairman
- A.2021.02 Apologies for Absence**  
Cllr Z Metcalfe
- A.2021.03 Declarations of Interest**  
None
- A.2021.04 Minutes of the Previous Meeting**  
The minutes of the last Annual Meeting of the Parish Council held on Tuesday 18<sup>th</sup> August 2020 were approved as a correct record and signed by the Chairman.
- A.2021.05 Chairman's Report**  
Cllr J West will be providing his report following the meeting
- A.2021.06 Appointment of Representatives**  
The following representatives were appointed for the year 2021/22:
- YLCA – E Barker
  - HBC Planning Applications – Cllr O Quarmby
  - HBC Planning Meetings – Cllr J West
  - Police Liaison – Cllr M Robertshaw
  - Highways – Cllr M Robertshaw
  - Countryside Matters and Footpaths – Cllr P Houseman
  - Governance – Cllr K Mullen
- A.2021.07 To adopt the latest version of the Standing Orders and approve the Reserves Policy for 2021/22**  
The Parish Council reviewed the Standing Orders and the revised Reserves Policy and both were approved.
- A.2021.08 To adopt the latest versions of the Grievance and Disciplinary Policies**  
The grievance and disciplinary policies were reviewed by the Parish Council and approved.
- A.2021.09 To received and note the Internal Audit Statement for the year ending 31<sup>st</sup> March 2021**  
Internal Audit Statement has not yet been received.
- A.2021.10 Annual Governance Statement**  
The Annual Governance Statement for the year 2020/21 was completed and signed by the Chairman.
- A.2021.11 Statement of Accounts**  
The Parish Council agreed the Statement of Accounts for the year 2020/21

**A.2021.12**

**Certificate of Exemption**

The Certificate of Exemption for the year 2020/21 was completed and signed by the Chairman and Clerk.

**A.2021.13**

**Schedule of Meetings**

**The schedule of meetings for the year 2021/22 is agreed as follows:**

Tuesday 21<sup>st</sup> September 2021 – Arkendale Community Hall

Tuesday 23<sup>rd</sup> November 2021 – Arkendale Community Hall

Tuesday 25<sup>th</sup> Jan 2022 – The Tiger Inn, Coneythorpe

Tuesday 22<sup>nd</sup> March 2022 – Arkendale Community Hall

Tuesday 17<sup>th</sup> May 2022 – Arkendale Community Hall (Including AGM, OPM and APM)

**A.2021.14**

**Date and Time of Next Meeting**

The next Annual Meeting of the Parish Council will be held on Tuesday 17<sup>th</sup> May 2022 in the Arkendale Community Hall at 7:00pm

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

# Arkendale, Coneythorpe & Claretton

## Parish Council

### **Minutes of the Ordinary Parish Council Meeting held on Tuesday 18<sup>th</sup> May 2021 in St Bartholomew Church, Arkendale**

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

**In Attendance:** Emma Barker (Clerk)  
5 members of the Public

**2021.01 Apologies for absence** – Cllr Z Metcalfe

**2021.02 Declarations of Interest** – None

**2021.03 Public Participation** – Cllr J West welcomed members of the public

**2021.04 Minutes of the Previous Meeting**

The minutes of the Ordinary Parish Council Meeting held on Tuesday 23<sup>rd</sup> March 2021 were approved as a correct record and signed by the Chairman.

**2021.05 Reports from County and Borough Councillors**

Not present at this meeting

**2021.06 Finance Report**

The following payments/receipts were approved:

1. **Receipt** of £0.06 – Bank interest
2. Payment of £136.00 – YLCA Membership
3. Payment of £73.92 – Autela Payroll
4. Payment of £65.40 – Income Tax
5. Payment of £86.97 – Clerk Salary March
6. Payment of £209.63 – Bench Repair / Noticeboard Replacement
7. **Receipt** of £1550.00 – Precept 1
8. Payment of £87.17 – Clerk Salary April

The clerk presented the latest accounts to the Parish Council.

Cllr Mullen provided an overview of the current position of the Parish Council's reserves, these have increased in year 2020/21 due to underspend in areas including room hire, admin, training and asset maintenance.

**2021.07 Planning Report**

Matters arising from previous minutes – None

Decisions – Both planning applications detailed below have been granted since the publication of the agenda.

Applications

- Application 6.500 21/01238/EIAMAJ – Business Development. Land at Allerton Park.
- Application 6.78.82.B.FUL 21/01284/FUL – Erection of single storey side extension. 6 South View, Arkendale, HG5 0QX.

Applications received since the publication of the agenda and prior to the meeting – None

**2021.08 Highways**

Matters arising from previous minutes – None

Holgate Bridge - Cllr Robertshaw advised that he is continuing to chase Area 6 to action the fencing requirements.

- 2021.09 Countryside Matters and Fly Tipping**  
 Cllr Houseman advised that there have been no new incidents of fly tipping since the previous meeting. The Parish Council agreed that HBC Environmental Services have been excellent over the past year, continually actioning reported incidents promptly. Feedback has been provided accordingly.
- 2021.10 Village Reports**  
**Arkendale**
- Noticeboard – Cllr Houseman has installed the new noticeboard; this is now adopted by the Parish Council.
  - Village Pump – The area around the pump has now been cleared by members of the Parish Council. Cllr Robertshaw is due to stain the wood when the weather is appropriate. It is advised that further work will be required to the pump soon.
  - David Cox raised the issue of speeding through the village. It was discussed that the Parish Council would look to complete another speed survey when normal traffic resumes and would look at alternative options to help with the problem in the interim. Cllr Mullen and Cllr Quarmby are following this up and further action will be discussed at the next meeting.
- Coneythorpe and Clareton**
- Clareton village sign – Cllr West advised that the cost for two signs is £600. The Parish Council agreed they would fund £400 towards this, if the residents wish to proceed with both signs then financial contributions would be required.
  - Defibrillator for Coneythorpe – Cllr West advised the cost has increased by £350, kindly The Tiger Inn have agreed to fund this additional cost alongside the £1000 grant that was received from HBC.
  - Potholes – There was a discussion around the concern of potholes in both villages and to ensure prompt action the Parish Council are going to distribute information to the public advising them how to report new potholes directly. Cllr Mullen is going to action this.
- 2021.11 Correspondence Received**  
 Correspondence received from Alan Gough in relation to the poor condition of the Mar road. The Parish Council have concluded that this is adopted road and is the responsibility of NYCC to repair. Cllr Mullen is reporting this to NYCC for action.
- 2021.12 Public Consultation**  
 To be carried onto next agenda
- 2021.13 Funding Opportunities**  
 To be carried onto next agenda
- 2021.14 Arkendale.gov.uk**  
 Cllr West advised that the new website is in progress, it was agreed that the domain name would be accparishcouncil.gov.uk. Cllr West and Gavin Holman are to follow this up.
- 2021.15 The Mar / Tree and Hedge Project**  
 Cllr Quarmby and Cllr Mullen are to carry out an inspection in summer and will come up with a proposal for the next planting season.
- 2021.16 HGV Limits**  
 It was agreed that HGVs coming through the village was not an issue at present. David Cox advised that non-local tractors were more of a concern, Cllr Robertshaw will follow up the specific occasion with NY Trading Standards. The Parish Council agreed to share reporting details to parishioners to enable fast and effective reporting.
- 2021.17 Dog Waste Bins**  
 Cllr Mullen advised that the dog flagging event has proved successful and there is currently significantly less dog waste evident in Arkendale. She will also carry out this event at the Mar. Cllr West advised that this is not required in Coneythorpe.

**2021.18**

**Green Lane TPO**

Cllr West advised that the residents of Green Lane would be required to provide a structural survey before the Parish Council would be able to proceed with any further action.

**2021.19**

**Matters for Inclusion on the Next Agenda**

Friends of the Mar – Cllr Mullen

Village Little Pick – Gavin Holman

**2021.20**

**Date and Time of Next Meeting**

The next meeting of the Parish Council is scheduled to be held on Tuesday 21<sup>st</sup> September 2021 at 7:30pm in the Community Hall, Arkendale.

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

Arkendale, Coneythorpe & Clareton  
Parish Council

**Minutes of the Annual Parish Meeting held on Tuesday 18<sup>th</sup> May 2021 in St  
Bartholomew Church, Arkendale**

- Present:** Cllr J West (Chair), Cllr P Houseman, Cllr K Mullen, Cllr O Quarmby, Cllr M Robertshaw
- In Attendance:** Emma Barker (Clerk)  
5 members of the Public
- P.2021.01      **Apologies for Absence****  
Cllr Z Metcalfe
- P.2021.02      **Minutes of the Previous Meeting****  
The minutes of the last Annual Parish Meeting held on Tuesday 18<sup>th</sup> August 2020 were approved as a correct record and signed by the chairman.
- P.2021.03      **Annual Report of the Parish Council****
- ***Chairman's Report***  
Cllr West gave his apologies as he had not yet had the opportunity to prepare his report, this will be provided following the meeting.
  - ***Finance Report***  
Cllr Mullen provided an overview of the financial position in relation to spend and budget for 2020/21, advising that reserves have increased due to underspend on items such as room hire, admin, training and asset maintenance as a result of the Coronavirus pandemic.
- P.2021.04      **Questions and Comments Arising from Agenda Item 3****  
None
- P.2021.05      **Reports from Other Community Groups****
- Community Hall*** – Gavin Holman advised that they have had a quiet year due to the Coronavirus pandemic. They opened briefly in summer but were shortly locked down again due to restrictions. They are now open with a maximum of 6 people until the next phase of the lockdown relaxation in June. The Community Hall received government funding for business relief and therefore they have not been financially impacted by the pandemic.
- Coneythorpe and Clareton Village Association (CCVA)*** – advised that they have had no activities this year due to the pandemic but are hopeful to re-start in summer.
- P.2021.06      **Any other Items to be Raised by any Elector****  
None
- P.2021.07      **Date and Time of Next Meeting****  
The next Annual Parish Meeting will be held on Tuesday 17<sup>th</sup> May 2022 in the Arkendale Community Hall at 7:00pm

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