

Arkendale, Coneythorpe & Clareton
Parish Council

**Minutes of the Annual Meeting of the Parish Council held on Wednesday 18th May 2022
in Arkendale Community Hall.**

Present: Cllr K Mullen, Cllr O Quarmby (Acting Chair), Cllr M Robertshaw

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

A.2022.01 Apologies for Absence – Cllr J West, Cllr P Houseman, Cllr Z Metcalfe

A.2022.02 Election of Chairman and Vice-Chairman to serve for the year 2022/23
Cllr J West was re-elected as Chairman
Cllr O Quarmby and Cllr M Robertshaw were elected as joint Vice-Chairman

A.2022.03 Declarations of Interest - None

A.2022.04 Minutes of the Previous Meeting
The minutes of the last Annual Meeting of the Parish Council held on Wednesday 18th May 2022 were approved as a correct record and signed by the Acting Chair.

A.2022.05 Chairman's Report
Cllr Quarmby provided a report of some of the key achievements of the Parish Council throughout 2021/22. These included; installing new village signs in Clareton, installing a new Arkendale community notice board, repairing a bench in Arkendale, planting 4 new trees in Arkendale, carrying out a village litter pick and successfully forming a 'Friends of the Mar' community group.

A.2022.06 Appointment of Representatives
The following representatives were appointed for the year 2022/23:

- YLCA – E Barker
- HBC Planning – Cllr O Quarmby
- Police Liaison – Cllr M Robertshaw
- Highways – Cllr M Robertshaw
- Countryside Matters and Footpaths – Cllr P Houseman

A.2022.07 To adopt the latest version of the Standing Orders and approve the Reserves Policy for 2022/23
The Parish Council reviewed the Standing Orders and the revised Reserves Policy and both were approved.

A.2022.08 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.2022.09 To received and note the Internal Audit Statement for the year ending 31st March 2022
Internal Audit Statement has not yet been received; this will be reported on at the next Ordinary Parish Council meeting on Wednesday 21st September.

A.2022.10 Annual Governance Statement
The Annual Governance Statement for the year 2021/22 was completed and signed by the Chairman.

A.2022.11

Statement of Accounts

The Parish Council agreed the Statement of Accounts for the year 2021/22.

A.2022.12

Certificate of Exemption

The Certificate of Exemption for the year 2022/23 was completed and signed by the Acting Chair and Clerk.

A.2022.13

Schedule of Meetings

The schedule of meetings for the year 2022/23 is agreed as follows:

Wednesday 21st September 2022 – Arkendale Community Hall

Wednesday 23rd November 2022 – Arkendale Community Hall

Wednesday 25th January 2023 – Arkendale Community Hall

Wednesday 22nd March 2023 – Arkendale Community Hall

Wednesday 24th May 2023 – Arkendale Community Hall (Including AGM, OPM and APM)

A.2022.14

Date and Time of Next Meeting

The next Annual Meeting of the Parish Council will be held on Wednesday 24th May 2023 in the Arkendale Community Hall at 7:00pm

Signed Dated

Arkendale, Coneythorpe & Clareton
Parish Council

**Minutes of the Ordinary Parish Council Meeting held on Wednesday 18th May 2022 in
Arkendale Community Hall**

It was recognised and noted prior to the meeting that the Parish Council did not have the required quorum and therefore no decisions would be made, however it was agreed for the benefit of the parishioners in attendance that we would go through the agenda to provide information only.

Present: Cllr O Quarmby (Acting Chair), Cllr M Robertshaw

In Attendance: Emma Barker (Clerk)
10 members of the public

2022.01 Apologies for absence – Cllr J West, Cllr P Houseman, Cllr Z Metcalfe

2022.02 Declarations of Interest – None

2022.03 Public Participation – Cllr O Quarmby welcomed the public to our meeting.

2022.04 Minutes of the Previous Meeting

The minutes of the Ordinary Parish Council Meeting held on Tuesday 22nd March 2022 were agreed in principal and will be signed at the next Ordinary meeting.

2022.05 Reports from County and Borough Councillors

Not present.

2022.06 Finance Report

The following payments/receipts were advised:

1. Payment of £8.00 – HSBC Bank Charges (Jan 22)
2. **Receipt** of £0.14 – HSBC Interest
3. Payment of £8.00 – HSBC Bank Charges (Mar 22)
4. Payment of £8.00 – HSBC Bank Charges (Apr 22)
5. **Receipt** of £1965 – Precept 1
6. Payment of £25.00 – Community Hall Hire
7. Payment of £88.67 – Clerk Salary April

2022.07 Planning Report

Decisions

- Application 6 20/02667/FUL – Outline application for erection of 5 dwellings - Bryan Lodge, Moor Lane, Arkendale. Refused.

Applications

Appeals - None

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

2022.08 Highways

Holgate Bridge – No update, Cllr Robertshaw is continuing to chase Area 6 to action.

30mph Coneythorpe Sign – Replacement signs have now been installed.

2022.09 Countryside Matters and Fly Tipping

Cllr Houseman not present.

- 2022.10 Village Reports**
Arkendale
- HBC Platinum Jubilee Community Grant Scheme – Bench at the Mar – It was advised that we were unsuccessful in our application.
- Coneythorpe and Clareton**
- Defibrillator – Cllr West advised delivery is scheduled by the end of May.
 - Potholes – Cllr West is continuing to chase for action on the potholes across The Green.
 - Rowan Tree on the Village Green – Cllr West advised the tree has made a recovery but will be inspected again in the Autumn.
 - Potential Damage by Old Forge Roof – Cllr West has had no response from the owner and HBC have advised they will take no action because there is no danger to the public or highways.
- 2022.11 Correspondence Received - None**
- 2022.12 Public Consultation**
 Cllr Quarmby offered to take on the public consultation role.
- 2022.13 Funding Opportunities**
 This will be actioned following the public consultation.
- 2022.14 Arkendale.gov.uk**
 Cllr Quarmby agreed to follow up on this as action is required.
- 2022.15 The Mar / Tree and Hedge Project**
 Cllr Quarmby advised that we are still waiting for finalisation of the legal ownership of the Mar through the solicitors.
- 2022.16 Formation of “Friends of the Mar” Group**
 Cllr Quarmby reported on the continued success of the group. The next activity scheduled is clearing of saplings at the Mar on Saturday 28th May, all volunteers are welcome.
- 2022.18 Queen’s Jubilee**
 Gavin Holman advised that the event is now finalised and leaflets have been distributed within the Parish. The Parish Council confirmed that they agreed at the previous meeting to donate £50 to each Parish towards their celebrations.
- 2022.19 Vacancy for Parish Councillor**
 It was advised that there have been no applications received for this vacancy yet.
- 2022.20 Vacancy for Parish Clerk**
 It was advised that there have been no applications received for this vacancy yet.
- 2022.21 Matters for Inclusion on the Next Agenda**
 Green Lane TPO
- 2022.22 Date and Time of Next Meeting**
 The next meeting is scheduled to be held on Wednesday 21st September 2022 in the Community Hall, Arkendale, at 7.30pm.

Signed Dated

Arkendale, Coneythorpe & Clareton Parish Council

Minutes of the Annual Parish Meeting held on Wednesday 18th May 2022 in Arkendale Community Hall.

Present: Cllr O Quarmby (Acting Chair), Cllr M Robertshaw

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

P.2022.01 **Apologies for Absence** - Cllr J West, Cllr P Houseman, Cllr Z Metcalfe

P.2022.02 **Minutes of the Previous Meeting**

The minutes of the last Annual Parish Meeting held on Tuesday 18th May 2021 were approved as a correct record and signed by the acting chair.

P.2022.03 **Annual Report of the Parish Council**

- **Chairman's Report**

Cllr Quarmby provided this report in the Annual Meeting of the Parish Council.

- **Finance Report**

Karen Mullen provided a finance report as below.

The Parish Council's costs have been controlled in the year with underspends against budget for; room hire, admin, audit and training.

General reserves have been utilised for road safety investigations and maintenance of the Mar which was previously funded through grants.

The Parish Council retains £3713.90 of restricted reserves that are related to grants:

- £1000 –Coneythorpe Defibrillator
- £2500 - Green Lane TOP
- £213.90 – Underspend on the Mar / Tree and Hedge Planting

The Parish Council retains £8111.16 general reserves, under the reserves policy the following must be held:

- £3100 representing 1 years budgeted expenditure
- £1000 representing potential liabilities relating to the Mar
- £500 representing a fund for fixed asset replacement
- £1000 representing known commitments of spending for the Clareton village signs and shortfall in funding for the Coneythorpe defibrillator

Free reserves available to fund projects are therefore only £2511.16. The Parish Council reiterated its commitment to identify projects to spend the available funds whilst maintaining the required reserves. Cllr Quarmby requested attendees to consider projects which might be suitable.

P.2022.04 **Questions and Comments Arising from Agenda Item 3 - None**

P.2022.05 **Reports from Other Community Groups**

Community Hall – Gavin Holman provided an update as below.

- They are now operating as normal, COVID-19 restrictions have been lifted; however, they are advising visitors to take reasonable precautions through good hygiene and ventilation.
- The cinema is now back monthly and has a full schedule until September with more films to be arranged thereafter.
- The Hall, alongside the Parish Council, are sponsoring some aspects of the Arkendale Jubilee celebrations and an offer has been made for Coneythorpe's event.
- They have carried out maintenance at the hall throughout the year, including replacing the south-facing window surrounds with a more durable treated wood.

- Yoga, Pilates and Zumba classes, together with other regular bookings, are now back to normal and other bookings are also on the increase.
- The Hall are grateful for the COVID-19 relief grants received from HBC to cover operational costs when there was no income.
- Trusted hirers are now provided with their own keys for the hall to reduce the demand on the committee/trustees.
- The Hall have 3 new committee members – Sharon Thackray, Lorraine Johnson and Pauline Ward.

Arkendale Church / Parochial Church Council – Robyn Cox provided an update as below.

- COVID-19 restrictions have now been lifted
- The PCC has new members this year and is currently very strong
- They have had to carry out significant fundraising this year due to lack of income from COVID-19
- Maintenance has been carried out throughout the year, including the painting of the railings
- There is an ongoing project to replace the exterior lighting with LED's which has been funded through a grant
- The clock restoration project is still ongoing. They have managed to secure two grants so far (Allerton Waste Recovery Park and Church of England) and they are still looking for more. Their the grants and the 'Sponsor a Numeral' campaign they have raised £3750 so far towards the £7100 that is required. The Parish Council agreed to investigate whether they were able to contribute financially to this project.

Arkendale Women's Institute – Janet Grimes provided an update as below

- They have 17 members currently and are actively looking for new members to join
- There are lots of activities including walking groups, book club, lunches and much more

P.2022.06 Any other Items to be Raised by any Elector
None

P.2022.07 Date and Time of Next Meeting
The next Annual Parish Meeting will be held on Wednesday 24th May 2022 in the Arkendale Community Hall at 7:00pm.

Signed Dated