

Arkendale, Coneythorpe & Clareton Parish Council

Minutes of the Annual Meeting, the Ordinary Parish Council Meeting, and the Annual Parish Meeting held on Wednesday 24th May in Arkendale Community Hall.

The Annual Meeting of the Parish Council

- Present:** Cllr O Quarmby (Chair), Cllr (and Temporary Clerk to the Parish Council) J West, Cllr M Robertshaw, Cllr B Cope
- In attendance:** R Warner (Incoming Clerk to the Parish Council) and 13 members of the public
- A. 2023.01** **Apologies for absence** – none.
- A.2023.02** Cllr J West opens meeting and proposes election of Cllr O Quarmby as Chairman for the year 2023/24 with Cllrs B Cope and M Robertshaw to share the role of Vice-Chairman. Approved and seconded.
- A.2023.03** **Declarations of Interest** – none declared. Cllr O Quarmby welcomes all to the meeting.
- A.2023.04** **Minutes** - minutes of the Annual Meeting held on 18 May 2022 were approved and signed by the chair.
- A.2023.05** **Chairman's Report** – Cllr O Quarmby to present report during Annual Parish Meeting.
- A.2023.06** **Formal appointment of Representatives as follows:**
- **YLCA:** Cllr J West
 - **Responsible Financial Officer:** Cllr J West
 - **Planning: Meetings** Cllr O Quarmby
 - **Fly Tipping:** Cllr B Cope
 - **New Parish Website .gov:** Cllrs J West and B Cope
 - **Highways – Area 6:** Cllr M Robertshaw
 - **Footpaths:** Cllr B Cope
 - **Police Liaison:** Cllr M Robertshaw
- A.2023.07** **Latest version of Standing Orders for 2023/24** – adopted.
Agreed that the latest version of the Reserves Policy for 2023/24 – to be finalised and adopted via email following the meeting once the Accounts are finalised.
- A.2023.08.** **Latest version of the Grievance and Disciplinary Policies** – adopted.
- A.2023.09.** **Internal Audit Statement for the year ending 31st March 2023** – to be received and noted following the meeting once the Accounts are finalised.
- A.2023.10.** **Annual Governance Statement** – considered and agreed – no amends from statement for the year ending 31st March 2023.
- A.2023.11.** **Statement of Accounts for year ending 31st March 2023** – to be finalised following meeting.
- A.2023.12** **Schedule of Meetings to be held in year 2023/24 as follows:**
- **7th September 2023**
 - **22nd November 2023**
 - **24th January 2024**
 - **20th March 2024**
 - **22nd May 2024**
- A.2023.13** **Date and Time of Next Meeting**
The next meeting is scheduled to be held on 22nd May 2024 in Arkendale Community Hall at 7pm.

The Ordinary Parish Council Meeting

Present: Cllr O Quarmby (Chair), Cllr (and Temporary Clerk to the Parish Council) J West, Cllr M Robertshaw, Cllr B Cope

In attendance: R Warner (Incoming Clerk to the Parish Council) and 13 members of the public

2023.01 **Apologies for absence** – none.

2023.02 **Declarations of Interest** – none declared.

2023.03 **Public Participation** – Cllr O Quarmby welcomes all to the meeting.

2023.04 **Minutes** - minutes of the Ordinary Parish Council Meeting held on 22 March 2023 were approved and signed by the chair.

2023.05 **Reports from other Councillors (County Council and Borough Council)** – none.

2023.06 **Finance Report** – Cllr J West set out details of the 2022/23 Finance Report for the Annual Parish Meeting including that the full accounts will be available on the Parish Council website and discussions regarding Reserves used in relation to the Mar and the end of the grants (after the tree planting).

The following Payments/receipts were advised and all Councillors have been sent a copy of the current accounts:

1. Payment of £88.47 – Clerk Salary March
2. Payment of £66.40 – HMRC PAYE/NIC
3. Payment of £25.00 – St Bartholomew's – Electricity Xmas Tree
4. Payment of £15.00 – Community Hall
5. Receipt of £613.06 – VAT Refund
6. Payment of £69.31 – Autela Payroll
7. Payment of £8.00 – Bank Charges March 2023
8. Receipt of £3930.00 - Precept
9. Payment of £339.46 – Replacement Defib Battery – Arkendale Blue Bell
10. Payment of £48.50 – Coneythorpe & Clareton "CCVA" -Coronation Contribution

There are no unusual payments for this period save for the replacement defibrillator battery which was discussed and approved via email prior to purchase.

The Arkendale Coronation contribution is to be divided equally between the PCC and the WI. Agreed by Parish Council and Clerk to make payments once invoices received.

2023.07 **Planning Report**

DECISIONS

- Application 6.87.5.F.FUL 23/00796/FUL – First floor side extension to the existing landlord's apartment. Terrace area to first floor, rear of the property. Tiger Inn, Coneythorpe, HG5 0RY - REFUSED

APPLICATIONS

- Application 6.78.24.E.FUL 23/00548/FUL – Demolition of existing conservatory and single story extension. Erection of 2 storey rear/side extension with entrance porch and Juliet balconies, raising of roof height and alterations to fenestration – West View, Arkendale, HG5 0QU.
- Application 23/01198/FULMAJ- Change of use of land for siting of 18 holiday accommodation units with office and associated facilities, parking and access. - Land At Moor Lane, Coneythorpe, North Yorkshire.

PC filed objection. Cllr O Quarmby explained the reasons to the objection to the applicant who was in attendance at the meeting. Made aware by a member of the public that the Parish Council's response cannot be viewed on the website. Cllr J West to look into this following the meeting.

- Application 6.78.38.E.FUL 23/00982/FUL - Change of use from grassland to make a small area (approx 0.2 hectares) to stand 2no. 32' x 10' cedar clad portable cabins. One to be used as a dog

grooming business and the other for a dog behaviourist. - Sunnyside Farm Moor Lane Arkendale
Knaresborough North Yorkshire HG5 0RF

PC have filed comments notably that the portable cabins should be linked to the specific commercial purposes as set out in the application and if the business ceases, the cabin(s) should be taken down.

- Application ZC23/01756/FUL | Erection of single storey side extension and 2 storey rear extension with associated alterations and landscaping works | Field House Coneythorpe Knaresborough North Yorkshire HG5 0RY

PC to review application and make a decision.

AMENDMENTS - The following application has now been withdrawn.

- Application 6.78.24.E.FUL 23/00548/FUL – Demolition of existing conservatory and single story extension. Erection of 2 storey rear/side extension with entrance porch and Juliet balconies, raising of roof height and alterations to fenestration – West View, Arkendale, HG5 0QU. The PC has no objections to this application and will be responding to HBC accordingly

APPEALS - None

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

Other

- Bryan Lodge – Informal consultation with developers a couple of months ago but no updates and no planning application filed. Will update as and when there are further developments.

2023.08

Highways

Cllr M Robertshaw flagged tyres on West Field Lane and will raise with North Yorkshire Borough Council again.

2023.09

Countryside Matters and Fly Tipping

Cllr B Cope had nothing to declare.

2023.10

Village Reports

Arkendale

- Village litter pick to remain on agenda and arranged annually.

Coneythorpe and Claretton

- Defibrillator – Cllr J West provided an update to confirm the device is linked to the Yorkshire Ambulance Service. If anyone needs to use it they are to dial 999 and they will be given access and guided through using the device.

2023.11

King Charles III Coronation

Expenditure of PC Donations to each Community (£50) discussed previously. Arkendale contribution to be paid once invoice received.

2023.12

Correspondence Received

Cllr O Quarmby raised that a formal letter and pack has been received by the PC from Sarah Brophy (in attendance) at Pond House Farm seeking approval to repair and update existing drainage system and formally adopt route for rainwater to drain in to the Mar.

On the basis it is an existing drainage system in to the Mar that requires updating and that Sarah Brophy has confirmed she will cover any reasonable legal costs incurred by the PC in connection with the works, the PC has approved the works, in principle. Cllr O Quarmby has approached the PC lawyer and will revert with further updates. For the record, a different approach would be taken by the PC if this were a new development and/or an entirely new drainage system rather than the upgrade of an existing drainage system.

2023.13

Arkendale.gov.uk

Cllr J West confirmed no updates; however, he and Cllr B Cope plan to select six .gov.uk website suppliers as templates, devise own criteria for the PC and report back with implementation/running costs by the next PC meeting.

- 2023.14 The Mar / Tree and Hedge Project**
Cllr O Quarmby provided update on the resolved boundary dispute. The documentation still sitting with lawyers to finalise. Will provide further updates in due course.
- 2023.15 ‘Friends of the Mar’ Group**
Cllr O Quarmby provided update on the group. Twelve or so volunteers and Roger Monk has now taken over mowing of the Mar. Proposal to buy equipment for pulling willow at a cost of around £160. PC to review liability and health and safety issues in relation to use of the equipment and will discuss following meeting.
- 2023.16 Coneythorpe Village Green / Electrical Supply**
Cllr J West confirmed no updates. NB. item to be removed from future agendas.
- 2023.17 Replacing Failed Trees**
Cllr J West confirmed this is coming together and an update will be provided at the next meeting.
- 2023.18 Commuted Sums Available – JW (Coneythorpe & Clareton Village Green), OQ (Clare How Close)**
Cllr O Quarmby proposed sums used to plant bulbs (Friends of the Mar Group could plant) and erect bird boxes but will discuss with residents of Clare How Close.
Cllr J West confirmed discussions ongoing regarding use of sums in Coneythorpe & Clareton.
- 2023.19 Date and Time of Next Meeting**
The next meeting is scheduled to be held on Wednesday 7th September 2023 in Arkendale Community Hall, starting at 7pm.

Signed Dated

The Annual Parish Meeting

Present: Cllr O Quarmby (Chair), Cllr (and Temporary Clerk to the Parish Council) J West, Cllr M Robertshaw, Cllr B Cope

In attendance: R Warner (Incoming Clerk to the Parish Council) and 13 members of the public

P. 2023.01 **Apologies for absence** – none.

P.2023.02 **Minutes** - minutes of the Annual Parish Meeting held on 18 May 2022 were approved and signed by the chair.

P.2023.03 **Chairman's Report**

Cllr O Quarmby delivered report confirming the following key points and plans for the coming year:

- Number of changes on the Parish Council including appointment of Cllr B Cope, change of Parish Council Clerk (Emma Barker stepped down, Rosie Warner to join in August 2023 and Cllr J West acting as PC Clerk in the interim). Keen to appoint an additional two councillors during the coming year.
- Trees at the Mar maintained with some financial support from neighbours.
- The bench has been given a face lift.
- Successful litter pick in March 2023.
- Highways – damaged signs have been replaced.
- Friends of the Mar Group – twelve or so volunteers.
- New Christmas lights bought.
- A few donations were made to community organisations.
- First dispute involving the Parish Council – boundary dispute at the Mar – amicably resolved and waiting on final documentation from lawyers. NB. PC to decide how to allocate funds (£2k net) arising from dispute.
- Defibrillator installed at The Tiger Inn and now live thanks to Cllr J West's efforts.

Financial Report

Cllr J West delivered during first meeting.

P.2023.04 **No questions/comments arising from agenda item 3 above.**

P.2023.05 **Reports from other Community Groups:**

- **St Bartholomew's Church:** new PCC member, a number of successful events including the Jubilee and the Coronation, QR code set up in the church, the clock restoration project which gained regional and national press coverage, LED lights, new boundary hedge planted, and a change in leadership with the two church wardens stepping down and a current interregnum.
- **Community Hall:** new member joined, fourteen successful film showings with audiences of around 20-30 people and a full schedule up until November 2023, wine club relaunched with a full house each time, WiFi free to hall users, maintenance and repair to building planned including window, regular weekly bookings e.g., Pilates/Yoga/Zumba and seeing more bookings for private events.
- **WI:** no updates but keen to recruit new members.
- **CCVA (Coneythorpe & Clareton Village Association):** successful events for the Jubilee and the Coronation.
- **Neighbourhood Watch** – not currently a group but Cllr M Robertshaw to look into and gauge if there is any local interest.

P.2023.06. **Any other items to be raised by an elector** – none.

P.2023.07 **Date and Time of Next Meeting**

The next meeting is scheduled to be held on 22nd May 2024 in Arkendale Community Hall at 7pm.

Signed Dated