

ARKENGARTHDALE PARISH COUNCIL

Minutes of the annual meeting
held at St Mary's Church, Arkengarthdale on
Monday 13 May 2024 at 7.30pm

MINUTES

Present: Cllr. S Atkinson; Cllr. N Barningham; Cllr. P Harker; Cllr. R Stones; Cllr. S Stubbs (Chair); County Cllr. Y Peacock

In attendance: S Dray (Clerk)

001-24/25 Audio/visual recording

The Chair reminded all present of the council's expectations for audio or video recording of the meeting.

002-24/25 Apologies and reasons for absence

There were no apologies.

003-24/25 Declarations of interest

There were no declarations of interest.

004-24/25 Election of Officers and Declarations of Acceptance

4.1 It was unanimously agreed that Cllr Stephen Stubbs be the Chairman for the coming year. The Declaration of Acceptance of Office was signed by Cllr Stubbs.

4.2 It was unanimously agreed that Cllr Paul Harker be the Vice Chair for the coming year.

005-24/25 Representation at YLCA Richmondshire branch meetings

It was agreed that, as with previous years, the voting representatives of the Parish Council at YLCA branch meetings would be the current Chair and Vice Chair. Accordingly, Councillors Stubbs and Harker accepted the role.

006-24/25 Clerk's salary and expenses

The clerk's salary for the forthcoming year was considered. It was agreed to increase the number of hours to 20 hours per month to allow for the notable increase in the number of hours required to meet the financial, legal and administrative requirements for parish councils. It was agreed that the hourly rate would remain the same, and would be reconsidered when changes to the recommended salary scales were next announced.

007-24/25 Minutes

The minutes of the last meeting held on 4 March 2024 were confirmed as a true and correct record by the Council, and signed by the Chair.

008-24/25 Banking arrangements

The banking arrangements for the forthcoming year were considered. It was agreed to continue with the same banking procedure as in the previous year, and that the nominated signatories would remain the same.

009-24/25 Public session

No requests from parishioners had been received.

010-24/25 Annual Governance and Accountability Return

- 10.1 Councillors received the Statement of Accounts to 31 March 2024. It was noted that Arkengarthdale Parish Council would not qualify for exemption from external audit for the fiscal year 2023/24 as its annual turnover exceeded £25,000 owing to the grant awarded to St Mary's Church, which was received through the Parish Council's accounts.
- 10.2 The Annual Internal Audit Report for 2023/24 included at page 3 of the Annual Governance and Accountability Return 2023/24 was noted.
- 10.3 Section 1 - Annual Governance Statement 2023/24 for Arkengarthdale Parish Council on page 4 of the Annual Governance and Accountability Return 2023/24 was approved.
- 10.4 Section 2 – The Accounting Statement 2023/24 on page 5 of the Annual Governance and Accountability Return 2023/24 was approved.
- 10.5 It was agreed that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities, Arkengarthdale Parish Council would publish the following documents on its website:
- Annual Internal Audit Report 2023/24
 - Section 1 – Annual Governance Statement 2023/24
 - Section 2 – Accounting Statements 2023/24
 - Analysis of Variances
 - Bank Reconciliation to 31 March 2024
 - Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.
- 10.6 It was agreed that the period for the exercise of public rights (to be exactly 30 working days which this year must include 1-12 July 2024) would be Monday 3 June 2024 to Friday 12 July 2024.
- 10.7 Grateful thanks were expressed by all members of the council to David Williams for carrying out the internal audit and it was agreed to make a donation of £60 to his chosen cause, the Reeth and District Community Sports Club, in lieu of payment. It was noted that it was anticipated that the external audit would cost at least £250 and it was agreed to approach St Mary's Church to cover this cost once the exact cost was known, as this expense had been incurred as a result of the grant for the Community Hub.

011-24/25 Maintenance arrangements

The maintenance arrangements and associated budgets were agreed as follows:

- 11.1 Grass-cutting: It was agreed to pay up to a maximum of £800 this year for cutting verges and £75 for cutting the grass around particular benches.
- 11.2 War memorial: It was agreed to pay Mrs. R. Hutchinson £40 this year for weeding the war memorial. It was noted that a card and a gift had been presented to Mrs Hutchinson as a thank you from the Council for maintaining the war memorial for the past 50 years.
- 11.3 Bench repairs: It was agreed that the previous maximum limit of £150 for repairs to any single bench in any one year was adequate.

012-24/25 Clerk's report

- 12.1 The police reports for the period Feb-May 2024 were noted.

- 12.2 It was noted that the Council's response to NYC's Home 2 School Transport consultation had been submitted in March and also sent to Rishi Sunak MP. It was noted that several parishioners had contributed to the Council's response, as well as individually, and that there was a strong opposition in Arkengarthdale, Reeth and upper Swaledale to the proposed changes. It was noted that the recommendations for the changes to the school transport policy would be considered at a meeting of the NYC Executive Meeting at County Hall, Northallerton on 11 June and that a Councillor Bev Rutter from Reeth Parish Council was intending to attend to represent all parishes in the area. It was agreed that Cllr Rutter should represent Arkengarthdale at this meeting. Councillors requested that they were given an opportunity to feed into the submission for the meeting. The Clerk to Reeth Parish Council would be asked to coordinate this.
- 12.3 It was noted the ore cart had been dismantled and would be transported to Hawes for refurbishing in the next few days.
- 12.4 A 'call for sites' consultation from NYC for its new local plan was noted.
- 12.5 An update from the A66 Northern Trans-Pennine Project was noted, reporting a legal challenge to the Development Consent Order for the project.
- 12.6 It was noted that a notification from YDNPA had been received about an application to carry out a 10% crown thin of the upper canopy of one Wellingtonia at 4 New Houses, Arkengarthdale, and that the YDNPA had no objections.
- 12.7 An enquiry from a resident of Booze was noted, asking why the bins in Langthwaite carpark were still not locked, and noting that fly tipping was occurring again. It was noted that NYC had communicated that they were intending to fit new locks next week.
- 12.8 A request from an Arkengarthdale resident to sign up to NYC's scheme for Parish Councils to manage grass verges with biodiversity in mind was considered. It was agreed that the Parish Council already took biodiversity into consideration, in line with its Biodiversity Policy, and only cut verges where people walked, or where visibility was impaired, and it was not evident what the resident would specifically like the Council to do differently. The resident would be invited to come to a future meeting.
- 12.9 A request from Redmire Parish Council had been received, asking to contribute feedback to their campaign for improvements in health and social care in rural North Yorkshire. It was noted that this request had been forwarded to parishioners by email for them to respond directly, as appropriate.
- 12.10 It was noted that a request had been received from a resident in Langthwaite to lobby for a better mobile phone signal as the ambulance service was still unable to get a mobile signal in the area. It was agreed that this was a commercial matter, and was not within the Parish Council's powers or remit to act on this.

013-24/25 Review of council policies and documents

The following policies and documents of the council were reviewed and revised as appropriate:

- 13.1 Constitution: reviewed, revised and approved.
- 13.2 Code of Conduct: reviewed, revised and approved. It was noted that the Council used the NYC's complaints procedure.
- 13.3 Freedom of Information Policy: reviewed and approved. It was agreed to adopt a Publication Scheme and that this would be reviewed and approved at the next meeting.
- 13.4 Standing Orders: reviewed and approved.
- 13.5 Records Management Policy: reviewed and approved.
- 13.6 Data Protection Policy and privacy notice: reviewed, revised and approved.
- 13.7 Financial Regulations: reviewed and approved.

014-24/25 Planning

- 14.1 To note the decision for the following planning application:
R/01/162A Elderberry, Booze: Full planning permission to demolish the existing timber pole agricultural equipment shelter and replace with a steel framed agricultural storage barn with solar panels to southern roof slope: APPROVED – Conditional.
- 14.2 To note the following planning application, requiring a response prior to the meeting:
R/01/173 Home Farm, Langthwaite: Full planning permission for erection of working dog kennels, domestic shed and change of use of land to form domestic car parking area (part retrospective). The deadline for comments was 11 April 2024. The council had no objections.

015-24/25 Items requested by councillors

- 15.1 Parking on High Green: It was noted that there had been problems with inconsiderate parking on High Green by users of the second homes and holiday lets on the Green, and that some cars were parking on the grass, which was not a permitted use. It was agreed that a letter should be sent to the seven properties that park on High Green to inform them of the parking considerations and restrictions.
- 15.2 Poor state of the roads: It was noted that communicating with Highways effectively was difficult and the poor state of the roads in the dale was not being adequately addressed, despite numerous requests. It was agreed to arrange a site meeting with the NYC Highways engineer and Cllr Peacock. This was proposed for 11am on 23 May 2024. Cllrs Peacock and Stubbs would contact Ian Burgess (Highways) for his availability to attend.
- 15.3 D-Day arrangements: It was noted that there would be enough interest in holding a D-Day anniversary event in the dale on 6 June, the 80th anniversary of the D-Day landings. It was agreed to meet in Langthwaite and walk to the war memorial, and then serve refreshments in the Hub at St Mary's Church. It was noted that the Sports Association had offered to contribute up to £200, and it was agreed that this would cover the cost of the room hire and refreshments.

016-24/25 Highways

- 16.1 Pothole at the watersplash: It was noted that the pothole at the cattle grid near the watersplash had had to be re-reported twice more on account of Highways logging it as repaired and then closing the job in March. It had been reported for a fourth time in May. It was noted that it had reportedly been done today.
- 16.2 Collapsed wall at Foregill Bridge: It was noted that an email had been sent to the Executive Member for Highways and Transport in March by the Parish Council to request a temporary by-pass at Foregill Bridge during the planned work to the collapsed retaining wall, and that correspondence from the engineers in April confirmed that a temporary road would be built during the works which were planned later this year.
- 16.3 MWRC: An email had been received from NYC Mobile Waste Recycling Centre stating that they were not expecting issues with the road closure and that their scheduled collection in September in Langthwaite was expected to go ahead as planned.
- 16.4 Visibility verges: It was noted that confirmation had been received from NYC that they would be cutting the three 'visibility' verges at Arkle Town junction, Bouldershaw road end and opposite High Green five times this summer. The Council agreed that NYC had not cut these verges in recent years and that these verges had not yet been cut this year. The situation would be monitored.

- 16.5 Water on the Booze road: It was noted that the response from Highways regarding the blocked drain on the Booze road appeared to be confused and pertaining to a different drain on the Arkengarthdale Road. It was agreed that a site meeting was needed to ensure NYC were dealing with the correct drain. [Item 015.2 refers.]
- 16.6 Potholes on the Eskeleth-Seal Houses road and on The Stang: It was noted that the state of the road between Eskeleth and Seal Houses had been reported to Highways.

017-24/25 North Yorkshire Councillor's report

Cllr Peacock had given an overview of the first year's activities of the new Unitary Authority at the Annual Parish Meeting, which had been held immediately prior to this meeting.

018-24/25 Financial matters

- 18.1 The bank balances as at 30 April 2024 were noted as follows:

Current account	£7393.06
Community Emergency account	£ 792.39
Seat Maintenance account	£ 19.67
Liquidity Manager Seat Maint. account	£1147.80

- 18.2 Payments made since the last meeting were noted as follows:

S Dray	Salary Mar & Apr 2024	£442.06
Vision ICT	web hosting (5% reduction on £225.76)	£214.48

- 18.3 The following payments pending were noted and approved:

Royal British Legion	Wreath D-Day	£ 27.50
Barker Partnership	Annual payroll fee	£ 360.00
Zurich Insurance	Renewal insurance	£ 257.60
YLCA	Annual membership subs	£ 136.00
Rowena Hutchinson	Memorial maintenance	£ 40.00
S Dray	Additional hours 2023/24	£1256.69
S Stubbs	reimbursement - voucher	£ 25.00 [mins111.1 23/24 &11.2 refer]
Reeth & Dist. Comm.	Sports internal audit	£ 60.00

- 18.4 The following receipts were noted:

NYC	Precept 2024/25	£4750.00
Northern Powergrid	Wayleave	£ 60.00
Interest on CEP account		£ 1.04
Interest on Seat Maint. account		£ 0.03
Interest on Liquidity Manager Seat Maint. account		£ 4.31

019-24/25 Meeting dates for 2024/25

The following meeting dates for the forthcoming municipal year were agreed:

Monday 1 July 2024
Monday 2 September 2024
Monday 4 November 2024
Monday 6 January 2025
Monday 3 March 2025
Monday 12 May 2025 - Annual Parish Meeting
Monday 12 May 2025 - Annual Meeting of the Parish Council

020-24/25 Date of next meeting: Monday 1 July 2024.

The meeting closed at 9.51pm.