**ARKENGARTHDALE PARISH COUNCIL**

Clerk to the Council – Lisa Bridge

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**Annual Meeting of the Parish Council**

**AGENDA for Monday 16th May 2022, to be held in St Mary’s Church, Arkengarthdale at 7pm.**

1. Election of Officers and Declarations of Acceptance
   1. Chairman
   2. Vice-Chairman
2. Appointment of two Parish Councillors, as voting representatives of the Parish Council, at the YLCA Branch Meetings in their area.
3. To receive apologies for absence and approve reasons for absence
4. To receive any declarations of interest not already declared under the council’s code of conduct or members’ Register of Disclosable Pecuniary Interests.
5. Appointment of the clerk, agreement of salary and reasonable expenses.
6. To confirm the minutes of the Annual meeting held remotely on Monday 4th May 2021 as a true and correct record (attached).
7. To confirm the minutes of the general meeting held on Monday 4th April 2022 as a true and correct record (attached).
8. **Banking arrangements**.

To agree on the banking arrangements for the year and to agree on any changes to the nominated signatories.

1. **Public session**.
2. **Annual Governance and Accountability Return**:
   1. To receive a Statement of accounts to 31 March 2022 and to agree exemption from External Audit.
   2. To approve Section 1 Annual Governance Statement 2021/22 for Arkengarthdale Parish Council (Section 1, page 4 of the Annual Governance and Accountability Return 2020/21)
   3. To approve Section 2 Accounting Statements 2020/21 for Arkengarthdale Parish Council (Section 2, page 5 of the Annual Governance and Accountability Return 2021/2022)
   4. To decide upon the “period for the exercise of public rights” during which the accounting records are available for inspection by any interested members of the public. This year it can be any 30 working-day, (6 weeks), the period which has to include 1st – 10th July.
   5. To approve the publication of documents required by Accounts & Audit Regulations 2015 on a public website.

* Annual Internal Audit Report 2021/22
* Section 1 – Annual Governance Statement 2021/22
* Section 2 – Accounting Statements 2021/22
* Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.
* Certificate of Exemption – AGAR 2021/22 Form 2
  1. To thank David Williams for carrying out the internal audit and resolve to make a donation to 2 Dales Children’s Football.

1. **Maintenance Arrangements** to review remuneration for the following arrangements:
   1. Grass Cutting £800.00
   2. War Memorial Maintenance £40.00
   3. Seat and bench repairs £700.00
      1. To consider changing the seat and bench amount to a per bench amount
2. **To receive information on the following ongoing issues and decide further action where necessary**:
   1. **5G MANY Project**
      1. To note there are possible planning issues with the National Parks which are delaying the submission of the planning application. An ecological report may be required from an independent company to be submitted also.
   2. **Letter to Rishi Sunak to persuade EE to provide a commercial mobile signal**
      1. To note there has been no response at the moment.
   3. **Email to Rishi Sunak to enquire about delay in fibre installation.**
      1. To note the clerk has contacted Rishi Sunak about any updates and for assistance regarding the rollout of Superfast Fibre which has been put back to Phase 4.
   4. **Church Grant Application**
      1. To consider the Service Level Agreement received from St Mary’s Church to establish the relationship between St Mary’s Church and the Parish Council.
   5. **Queen’s Platinum Jubilee 2022**
      1. To consider any further information regarding registering Langthwaite Pinfold with Land Registry as part of the Queen’s Platinum Jubilee celebrations.
   6. **Two Ridings Community Foundation – Flood Recovery Grant.**
      1. To note that the clerk has signed on behalf of the Council the acceptance of £2,00.00 grant funding, a month ago. Clerk has since asked if there is anything else they need and when we might get the funds.
   7. **Garbutt’s Cottage, The Green, Langthwaite Streetlight No. 3**
      1. To note there are no further updates on this item.
   8. **Riverside/road wall at Whaw,** **101009253520**
      1. To note that the Highways closed this item in error and are planning a complete rebuild of the wall.
   9. **Drainage between Arkle Town and Langthwaite**
      1. To note that this is still being dealt with, waiting for jetter availability in May.
   10. **Eskeleth Bridge Stones and Road furniture,** 
       1. To note that an order has been placed for coping stones by Highways, 101009104751
   11. **Election**
       1. To note that the Clerk has requested clarification on expenses incurred during the election and who is allowed to pay them, Councillors or only Parish Council.
       2. To approve the expense of printing campaign leaflets, £80.00.
       3. Thanks go to Jemima Stubbs for her hard work creating the campaign leaflet.
3. **To discuss and approve other parish council policies.**
   1. To consider the updated Model Standing Orders 2018 updated April 2022. The only amendment is Standing Order 18 which has been simplified.
4. **To consider and decide upon the following planning applications.**
   1. Full planning permission to extend habitable living accommodation into adjoining barn at upper ground level together with the installation of flue and roof lights at Fair View, Langthwaite, Richmond, North Yorkshire, DL12 6EY – R/01/160B
5. **To receive the following planning decisions/information**.
   1. None.
6. **Matters requested by councillors**.
   1. To note that the pothole at the cattle grid above the CB yard heading up the dale, has been reported. 101009310726, [SA]
7. **Matters requested by the clerk.**
   1. To consider the explanation of Underpay in Error in Financial Matters – The Clerk missed a payment due to calling it February when it should have been January plus entered the incorrect amount of £133.64. This amount was also entered for March (which should have been February). Which led to one month (182.70) plus part payments (£49.06 x 2) outstanding which totalled £280.82. Oct, Nov and Dec were all correct. April and May bring us up to date. Refer to Transaction History print off from Natwest provided by the Clerk.
   2. To consider setting up a Standing order for the clerk’s salary for £182.70 to set up for 28th of the month, June onwards.
   3. To consider clerks request to publicise the purpose of an Annual Meeting of the Parish in the Gazette and on Facebook.
   4. To consider the following future meeting dates

Monday 6th June 2022

Monday 1st August 2022

Monday 3rd October 2022

Monday 5th December 2022

Monday 6th February 2023

Monday 3rd April 2023 (Annual Meeting of the Parish)

1. **Financial matters:** 
   1. To consider the request for the cost of a professionally bound Commemorative Jubilee Bonfire Party book, by Paul Lundberg, amount below.
   2. To consider that a request from the Arkengarthdale Sports Ass. to contribute to the Jubilee Beacon Party using the £485.00 Hamper Fund.
   3. **To resolve to make the following payments:**

L Bridge April & May Salary £365.40

L. Bridge Underpay in Error £280.82

Barker Partnership Annual invoice for Payroll £259.20

Simply Print Election Leaflets invoice £80.00

Zurich Insurance Renewal Insurance invoice £257.60

Rowena Hutchinson Memorial Maintenance 2021-22 £40.00

Rowena Hutchinson Jubilee Gift, War Memorial

Caretaker £25.00

Jubilee Beacon Party Donation towards Jubilee

Bonfire Party Commemorative

book. £70.00

Jubilee Beacon Party Cost of drinks and glasses etc £

out of Hamper Fund

* 1. **To note the following receipts**

Richmondshire District Council Precept £4,300.00

Northern Powergrid Wayleave £60.00

Bank Balance as at 08/05/2022 £9,144.90

Reserve Bank Account which contains £1,618.86

Hamper Fund (ASA) £485.00

1. **Highway matters:**
   1. To note the notification of a road closure at High Bridge, Hoggarths, Keld due to bridge and parapet wall repairs.
2. **Streetlights**:

No updates.

1. **To consider the following new correspondence received, and decide action where necessary:**
   1. To note the next meeting date with the Crime and Fire Commissioner in 26th May.
   2. To note the request to report a highways issue with the gully opposite Low Seal House, Arkengarthdale by the householder, has been reported, 101009310894.
   3. To note the Two Dales Crime Report for April.
2. District Report (RG)
3. County Council report (YP)
4. Future meetings
   1. Date of the next meeting, Monday 6th June 2022, in St Mary’s Church at 7pm.