

ARKENGARTHDALE PARISH COUNCIL

Minutes of a meeting held remotely via Zoom in accordance with
The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020
 Tuesday 4 May 2021 at 8.15pm

MINUTES

Present: Councillor P Harker; Councillor P Lundberg (Vice-Chair); Councillor R Stones; Councillor S Stubbs (Chair); Councillor J Watkins; County Councillor Y Peacock; and one member of the public.

In attendance: S Dray (Clerk)

Apologies for absence were received from District Councillor R Good

01/21 Declarations of interest

Cllrs Stubbs, Watkins and Peacock declared an interest in item 18.2/21, all being members of the Upper Dales Community Land Trust.

02/21 Election of Chair

It was proposed by Cllr Watkins and seconded by Cllr Lundberg, and unanimously agreed that Cllr Stubbs be the Chairman for the coming year.

03/21 Election of Vice Chair

It was proposed by Cllr Stubbs and seconded by Cllr Harker, and unanimously agreed that Cllr Lundberg be the Vice Chairman for the coming year.

04/21 Minutes

The minutes of the last meeting held on Monday 1 March 2021 were confirmed as a correct record by the Council, and would be signed by the Chair in due course.

05/21 Maintenance arrangements

Remuneration for the arrangements for maintenance were agreed as followed for the coming year:

05.1	Grass cutting on village greens and verges:	£800
05.2	War memorial:	£ 40
05.3	Seats and benches:	£700

06/21 Clerk's salary and expenses

The clerk's salary for the coming year was approved at the same rate as last year. It was agreed that any additional hours worked over those contracted would be agreed separately and that the clerk should notify the council of any additional hours.

07/21 Banking arrangements and statement of accounts to 31 March 2020

07.1 It was agreed that the banking arrangements and the nominated signatories would remain as last year.

07.2 The accounts for the year ended 31 March 2021 were approved, having been circulated prior to the meeting.

08/21 Asset register

The asset register, dated 31 March 2021, was considered and agreed.

09/21 Insurance cover

The proposed insurance renewal premium of £257.60 from Zurich, which was fixed at the same cost as previous years, was noted. The level of cover was considered and agreed. It was agreed that the premium would be paid. **[Action:SD]**

10/21 Annual Governance and Accountability Return (AGAR) for the year ending 31 March 2021

- 10.1 It was noted that Arkengarthdale Parish Council was exempt from external audit for the year 2020/21 as its annual turnover had not exceeded £25,000. The Certificate of Exemption would be signed as soon as possible after the meeting;
- 10.2 The Annual Internal Audit Report for 2020/21 included at page 4 of the Annual Governance and Accountability Return 2020/21 was received and noted. Councillors thanked David Williams for undertaking the internal audit and it was agreed that a donation of £50 would be made to the Two Dales Junior Football Club;
- 10.3 The Annual Governance Statement 2020/21 (Section 1) on page 5 of the Annual Governance and Accountability Return 2020/21 was approved, and would be signed as soon as possible;
- 10.4 The Accounting Statements 2020/21 (Section 2) on page 6 of the Annual Governance and Accountability Return 2020/21 were approved, and would be signed as soon as possible;
- 10.5 In accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities Regulations 2015, and the Transparency Code for Smaller Authorities it was resolved that the following documents would be published on the Parish Council website:
 - Notice of the publication of the unaudited annual governance and accountability return.
 - Annual Internal Audit Report 2020/21
 - Section 1 – Annual Governance Statement 2020/21
 - Section 2 – Accounting Statements 2020/21
 - Analysis of variances
 - Bank reconciliation to 31 March 2021
 - Notice of the period of the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015. It was agreed that the commencement date for the exercise of public rights would be 8 June-for a 30 working-day period until 20 July 2021.

11/21 Financial regulations

The Financial Regulations of the Council were reviewed and agreed. There were no changes.

12/21 Budget for financial year 2021/2022

The budget for the forthcoming year was considered and agreed. The Chair reported that the provision of electricity for the Christmas lights on High Green was kindly donated annually by Liz and Richard Smith so this expense could be removed from the budget.

13/21 Payments and receipts

13.1 The following expenditure was approved:

VisionICT	web hosting 5/21-4/22 (paid in March)	£210.00
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S.Dray	salary 2 months(mar/apr 2021)	£334.08
Steve Coleman/Alan Richardson	seat maintenance (4 seats)	£400.00
YLCA	annual subscription (paid in April)	£126.00
Rowena Hutchinson	Memorial maintenance 2021	£ 40.00
S.Dray	expenses – consumables 2020/21	£ 11.15
Barker Partnership	payroll preparation	£216.00
Simon Atkinson	IT support (approved at last meeting)	£ 70.00
Zurich Insurance	Annual renewal	£257.60
Two Dales Junior Football Club	Contribution for Audit	£ 50.00

13.2 The following receipts were noted:

RDC	grant (printer)	£ 75.00
RDC	annual precept	£4100.00
Northern Powergrid	wayleave	£ 60.00

14/21 Standing Orders

The Standing Orders of the Council were reviewed and agreed. There were no changes.

15/21 Record Management Policy

The Record Management Policy of the Council was reviewed and agreed. There were no changes.

16/21 Data Protection Policy

The Data Protection Policy of the Council was reviewed and agreed. There were no changes.

17/21 Correspondence received

The following correspondence were noted:

- 17.1 Dales police reports for March and April 2021;
- 17.2 Publicity from Dementia Forward for dementia training for businesses and groups in the Reeth area;
- 17.3 Publicity from Richmondshire Climate Action Partnership for energy volunteers;
- 17.4 Criteria and entrants list for the Richmondshire Rotary Best Kept Village competition. The judging date would be in the first two weeks of July.

The following correspondence were considered:

- 17.5 A reminder from YLCA of the end to the emergency legislation allowing remote meetings from 7 May 2021 and a request to respond to a consultation to inform future legislation. It was agreed not to participate owing to lack of time;
- 17.6 The new LGA Code of Conduct recommended by NALC. It was agreed to adopt this and the new Code would be circulated to all Councillors for signing. **[Action: SD]**;
- 17.7 A BT proposal to remove the public phone at CB Terrace. It was proposed that the telephone should be removed on condition that the window-panelled kiosk dating from about 1991 was also removed by BT, as this looked shabby. This was unanimously agreed. A response would be sent to RDC. **[Action:SD]** It was also noted that the traditional red telephone kiosk near Langthwaite was not being adequately maintained by BT, and that kits for re-painting these kiosks were available. It was agreed that one of these kits should be found, if possible, and the County Councillor would follow this up. **[Action: YP]**
- 17.8 A request from Friends of the Dales to take part in a campaign to *Protect Our Verges*. It was noted that the verges that were cut as part of the annual grass cutting arrangement were

done so in order to make walking along the road easier (in the absence of pavements) and to ensure adequate visibility for drivers. It agreed not to participate in the campaign.

18/21 Planning

The following proposals were considered:

- 18.1 Erection of porch to south elevation at **Spion Kop House**, Whaw 6RR- R/01/133C: It was noted that this proposal had been considered by councillors via email in order to meet the planning deadline and that there had been no objections. A statement of support had been submitted prior to the meeting;
- 18.2 Full planning permission for change of use to a single dwelling, including Bed & Breakfast use (2 bedrooms), erection of car port with studio/classroom space above and installation of air source heat pump at **Arkengarthdale School** R/01/29E:
- 18.2.1 Cllrs Stubbs, Watkins and Peacock had declared an interest in this item and did not participate in the discussion. Cllr Lundberg chaired the discussion;
- 18.2.2 There were no objections to the proposed plans for the school building itself but all were in agreement with concerns expressed by the CB Inn over a lack of parking spaces to accommodate clients' vehicles for the proposed business activities at the school premises. Councillors strongly advised that sufficient off-road parking should be provided within the school footprint. It was also noted that the CB Inn was keen to make clear that its nearby private car park had capacity for CB Inn customers only;
- 18.2.3 It was noted that the community asset statement submitted with the plans was misleading and it was agreed that a statement would be sent to the planners to clarify the inaccuracies in this document. **[Action: all]**
- 18.3 Planning permission for erection of two storey and single story extensions to the rear, part replacement of Mill roof to the rear (linked with new cat-slide to form an extension to the Mill roofline); reinstatement of the existing water source in to the Mill to its original full length; proposed full height glazing added to the south facing gable; erection of single story extension to the front elevation with two conservation sky lights; alteration to the adjacent outbuilding; repair and replace roof to the Miller's Cottage front elevation; provision of two new conservation sky lights and internal alterations to reconfigure the layout of rooms and staircases at **The Corn Mill**, Arkengarthdale – R/01/41D: There were no objections. Councillors were supportive of the application, noting that they would prefer to see the historic and iconic building saved, rather than replaced by a new build. Councillors were in agreement with a concern raised by the CB Inn over the proposed changes to the water course, stating that it was important that any changes did not impact in any way on the water tank and water supply to the CB Inn and the several other private properties served by the water supply.

The following planning decision was noted:

- 18.4 Variation of conditions at **Spence Intake**, Arkengarthdale R/01/108C: Approved – Conditional.

19/21 Highway matters

- 19.1 A blocked culvert between New House Farm and Langthwaite was causing a lot of water to spill onto the road on the brow where visibility was bad. This had already been reported to Highways and would be reported again. **[Action: SD]**
- 19.2 Potholes in the road at the inspection chamber just before Langthwaite, and also towards the war memorial, were particularly bad. These would be reported to Highways. **[Action: SD]**
- 19.3 Notice of works to the A66 Appleby bypass between April and November was noted;
- 19.4 Notice of road closure at Whaw between 26-30 April for installation of the telecommunications mast was noted;
- 19.5 Notices of road closures on the A6136 for resurfacing at Longwood Bank, Richmond on 11 May, and at Catterick Road, Catterick Garrison on 9 May were noted.

20/21 Local matters

- 20.1 Polling station: It was noted that a letter had been sent in support of a petition to retain Arkengarthdale Polling station at St Mary's Church;
- 20.2 Obstructions and parking on Arkengarthdale Road: A complaint was considered from a resident about obstructions caused by skips, wheelie bins and vehicles at the Methodist Chapel and the Institute/Lion House, which were making the main road narrow and dangerous. It was agreed that Planning would be contacted to ascertain the agreed parking arrangements for that stretch of main road and to then contact Highways for advice on some possible solutions **[Action: SD]**;
- 20.3 Footpath closures: Extensions to the temporary closure orders for footpaths at Wood House and Punchard Gill bridges for 6 months to 21 September 2021 were noted;
- 20.4 Noticeboard key: Owing to the holder of the key to the noticeboard moving out of the dale, a new key-holder had been found, who was resident in Langthwaite;
- 20.5 Recycling spilling onto road: Complaints had been received about the amount of waste paper flying from the collection truck and left strewn along the roadside. RDC's Waste and Street Scene Manager and Cllr Good would both be informed. **[Action: SD/YP]**;
- 20.6 Street light on High Green: A complaint from a home-owner on High Green had been received about a street light that had not been fixed since it was last reported several months ago. RDC would be informed again. **[Action: SD]**.

21/21 Meeting dates 2021/2022

- 21.1 The meeting dates for the forthcoming year were confirmed as follows:
 - Monday 5 July 2021
 - Monday 6 Sept 2021
 - Monday 1 November 2021
 - Monday 10 January 2022
 - Monday 7 March 2022
 - Monday 9 May 2022 (Annual Parish Meeting and Annual Parish Council Meeting)
- 21.2 It was noted that face-to-face meetings would resume by law from 7 May 2021 and it was agreed that future meetings would resume in St Mary's Church from July.

The meeting closed at 10.00pm.