

ARKENGARTHDALE PARISH COUNCIL

Minutes of the annual meeting
held at St Mary's Church, Arkengarthdale on
Monday 12 May 2025 at 8.00pm

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); Mr M Downing & Ms T Scott (for item 15.2)

- 1-25/26 Audio/visual recording**
The Chair reminded all present of the council's expectations for audio or video recording of the meeting.
- 2-25/26 Apologies and reasons for absence**
There were no apologies.
- 3-25/26 Declarations of interest**
There were no declarations of interest.
- 4-25/26 Election of Officers and Declarations of Acceptance**
- 4.1 It was unanimously agreed that Cllr Stephen Stubbs be the Chairman for the coming year. It was agreed that Cllr Stubbs would sign the Declaration of Acceptance of Office at the next meeting as the Clerk had not brought it.
 - 4.2 It was unanimously agreed that Cllr Paul Harker be the Vice Chair for the coming year.
- 5-25/26 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.
- 6-25/26 Clerk's salary and expenses**
The clerk's salary for the forthcoming year was considered. It was agreed to keep the number of hours at 20 hours per month. It was agreed that the hourly rate should increase in accordance with the recommended salary scales for the current year and that this would be dealt with when the new scales were announced.
- 7-25/26 Minutes**
The minutes of the last meeting held on 10 March 2025 were confirmed as a true and correct record by the Council, and signed by the Chair.
- 8-25/26 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.

9-25/26 Public session

No requests from parishioners had been received.

10-25/26 Arkengarthdale Community Emergency Group (ACEG)

The minutes of the ACEG meeting of 1 April 2025 were noted. It was noted that there were no requests or proposals from the ACEG for consideration.

11-25/26 Annual Governance and Accountability Return

- 11.1 Councillors received the Statement of Accounts to 31 March 2025. It was noted that Arkengarthdale Parish Council met the criteria for exemption from external audit for the fiscal year 2024/25, and it was resolved to sign the exemption certificate (AGAR p3). The certificate was signed by the Chair and the Clerk.
- 11.2 The Annual Internal Audit Report for 2024/25 included at page 4 of the Annual Governance and Accountability Return 2024/25 was noted. Mr David Williams was thanked for undertaking the audit and it was agreed to donate £60 to the Reeth & District Community Sports Club, as requested by Mr Williams, in lieu of payment.
- 11.3 Section 1 - Annual Governance Statement 2024/25 for Arkengarthdale Parish Council on page 5 of the Annual Governance and Accountability Return 2024/25 was considered and approved. It was signed by the Chair and the Clerk.
- 11.4 Section 2 – The Accounting Statement 2024/25 on page 6 of the Annual Governance and Accountability Return 2024/25 was approved and signed by the Chair.
- 11.5 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:
 - Certificate of Exemption
 - Annual Internal Audit Report 2024/25
 - Section 1 – Annual Governance Statement 2024/25
 - Section 2 – Accounting Statements 2024/25
 - Analysis of Variances
 - Bank Reconciliation to 31 March 2025
 - Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.
- 11.6 It was agreed that the period for the exercise of public rights (to be exactly 30 working days which this year must include 1-14 July 2025) would be 3 June 2025 to 14 July 2025.

12-25/26 Maintenance arrangements

The maintenance arrangements and associated budgets were agreed as follows:

- 12.1 Grass-cutting: It was agreed to pay up to a maximum of £750 this year for cutting verges, in accordance with the budget which had been approved in November [item 66.7-24/25 refers].
- 12.2 War memorial: It was agreed to pay Mrs. R. Hutchinson £40 this year for weeding the war memorial, in accordance with the budget which had been approved in November [item 66.7-24/25 refers].
- 12.3 Bench repairs: It was agreed that the previous maximum limit of £150 for repairs to any single bench in any one year was adequate.
- 12.4 Langthwaite Pinfold: It was confirmed that the planters in the Pinfold did not belong to the Parish Council and that there was an informal arrangement amongst residents of Langthwaite to keep the Pinfold free of weeds. It was noted that there was no expense associated with the maintenance of the pinfold.

13-25/26 Clerk's report

- 13.1 The police reports for the period Feb-Mar and Mar-Apr 2025 were noted.
- 13.2 A consultation from the Local Government Boundary Commission on draft recommendations for new division boundaries in North Yorkshire was noted.
- 13.3 The publication of the final draft of the new Local Plan (2025-2040) by the YDNPA, circulated to councillors in March, was noted. It was noted that no representations had been made.
- 13.4 It was noted that letters from Ms K Willkomm, formerly clerk to the council, had been received by councillors and the clerk, thanking them for their correspondence following the loss of her son.
- 13.5 A notification was noted from Northallerton Automobile Club about a new Yorkshire Dales Rally to be held on 29 March 2026 which would entail a section of the road in Arkengarthdale to be closed from 7am to 5pm. It was noted that the closure would be on the Bouldershaw road.
- 13.6 It was noted that a query had been received from a resident in Langthwaite about the process for council tax evaluation of barn conversions and that they had been directed to NYC.

14-25/26 Review of council policies and documents

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

- 14.1 Constitution: reviewed and approved.
- 14.2 Code of Conduct: reviewed and approved. It was noted that the Council used the NYC's complaints procedure.
- 14.3 Freedom of Information Policy & Publications Scheme: reviewed and approved.
- 14.4 Standing Orders: reviewed, revised in accordance with NALC's recommendations for 2025 and approved.
- 14.5 Records Management Policy: reviewed and approved.
- 14.6 Data Protection Policy and Privacy Notice: reviewed and approved.
- 14.7 Financial Regulations: reviewed and approved in accordance with the changes to the Standing Orders.
- 14.8 Risk Assessment: reviewed and approved
- 14.9 Biodiversity Policy: reviewed and approved

15-25/26 Planning

- 15.1 A report was received from Cllr Barningham who had attended a YDNPA Planning webinar in April. It was noted that parish councils would be responsible for enforcing archaeological surveys in the future.
- 15.2 R/01/38B, planning application to erect a summer house at Arkle Barn, Arkle Town
Councillors considered amendments to the plans following the Council's objection to the initial application on the grounds of access requirements and parking. It was confirmed by the applicants that the access to the field would not be blocked by cars and that the Planning Authority was satisfied that the property would still meet the minimum parking requirement of 2 parking spaces. It was noted that the concern for the parish council was that the proposed building reduced the current parking space from 4 cars to 2 cars and that this would have a knock-on effect in Arkle Town, which already had parking issues. The applicants were advised that the council could not condone parking any cars on the village green, so this was not a viable solution to any overspill parking. The council had no objections to the proposed building itself, and resolved to support the revised application on the understanding that the access to the field would not be blocked. It was agreed that the council would nevertheless

express concern to the Planning Authority that the reduction in parking spaces would be likely to have repercussions in Arkle Town.

- 15.3 The following planning application was considered:
R/01/173 Mill Stable, Arkengarthdale: to replace current windows mixture of white PVC and wooden (total x 14), replace current exterior doors current PVC, adjust height of one window, breakout rear staircase window and fit exterior door to property rear, and installation of flue.
 The council had no objections to the plans and it was agreed to support the application.

16-25/26 Matters requested by councillors

VE Day event at the Red Lion: It was noted that the Chair had been approached by the Red Lion for funds to cover the cost of catering for a VE Day event organised by the Red Lion, which had taken place last week. It was proposed to cover the costs of the catering which amounted to approximately £90. The Clerk advised that, from a regulatory point of view, it was not advisable to use public money to support a retrospective self-supporting business event. It was also noted that the majority of the parish, including the parish council, had not been informed of the event, and had therefore not had the opportunity to attend. Councillors agreed to make enquiries about the feasibility of providing financial support in such circumstances, and a decision would be deferred until the next meeting.

17-25/26 County Councillor's report

Cllr Peacock gave a brief overview of current matters concerning North Yorkshire Council, emphasising the financial restrictions it was facing, its looming deficit and the impact of budget constraints on the local area in terms of the unavailability of funding for rural services.

18-25/26 Highways

It was noted that there were several outstanding issues in Arkengarthdale, ranging from potholes and eroded roadsides to broken railings and overgrown Leylandii, and that the new reporting system was not helpful as it was not possible to view a comprehensive list of reported cases or view accurate progress updates. Cllr Peacock advised to email Area1 Highways directly with a list of all the outstanding cases in Arkengarthdale.

19-25/26 Financial matters

- 19.1 The bank balances as at 30 April 2025 were noted as follows:

Current account	£4353.85
Community Emergency (CEP) account	£1144.55
Seat Maintenance account	£ 19.92
Liquidity Manager Seat Maint. account	£ 682.08

- 19.1.1 It was agreed to transfer the temporary virement of £500 back to the Liquidity Manager Seat Maintenance Account from the Current Account. [Minute 34.5-24/25 refers]

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

S Dray	Salary Mar & Apr 2025	£530.40
Lattitude Mapping Ltd	Laminated Parish Map (CEP acc)	£111.00

19.3 The following payments pending were noted and approved:

VisionICT	web hosting May 25-Apr 26	£ 214.46
Walter Dawson	Payroll services Oct 24-Apr 25	£ 144.00
YLCA	Annual subscription	£ 149.00
Zurich	Insurance-invoice pending	approved up to £300
Rowena Hutchinson	Memorial maintenance	£ 40.00
Reeth & Dist Comm Sports	Internal audit	£ 60.00

19.4 The following receipts were noted:

NYC	Precept 1 st installment 2025/26	£2975.00
Northern Powergrid	Wayleave	£ 60.00
Interest on CEP account for Mar & Apr		£ 2.48
Interest on Seat Maint. account for Mar & Apr		£ 0.04
Interest on Liq Mgr Seat Maint. account for Mar & Apr		£ 3.90

20-25/26 Meeting dates for 2025/26

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

Monday 7 July 2025

Monday 1 September 2025

Monday 3 November 2025

Monday 5 January 2026

Monday 2 March 2026

Monday 11 May 2026 - Annual Parish Meeting

Monday 11 May 2026 - Annual Meeting of the Parish Council

21-25/26 Date of next meeting: Monday 7 July 2025 in St Mary's Church at 7.15pm

The meeting closed at 9.35pm.