

ARKENGARTHDALE PARISH COUNCIL

Minutes of a meeting
held at St Mary's Church, Arkengarthdale on
Monday 1 September 2025 at 7.15pm

MINUTES

Present: Cllr. S Atkinson; Cllr N Barningham; Cllr. P Harker (Vice Chair); Cllr. S Stubbs (Chair).

In attendance: S Dray (Clerk)

37-25/26 Audio/visual recording

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

38-25/26 Apologies and reasons for absence

- 38.1 Apologies were received from Cllr R Stones and County Cllr Y Peacock.
- 38.2 Reasons for absence for both Councillors were considered and approved.

39-25/26 Declarations of interest

There were no declarations of interest.

40-25/26 Minutes

The minutes of the last meeting held on 7 July 2025 were confirmed as a true and correct record by the Council, and signed by the Chair.

41-25/26 Acceptance of Office

The Declaration of the Acceptance of Office was signed by Cllr Stubbs, having been re-elected as Chair at the Annual Meeting in May [Minute 4.1-25/26 refers].

42-25/26 Public session

No requests from parishioners had been received.

43-25/26 Arkengarthdale Community Emergency Group (ACEG)

- 43.1 The ACEG update for August 2025 was noted.
- 43.2 The NYC monitoring form for the completion of the Locality Grant for the ACEG Start up kit was considered, approved, and signed by the Chair and the Clerk.

44-25/26 Annual review and inspection of assets

- 44.1 The completed asset logs were considered and the following issues were noted:
 - 44.1.1 The broken fence along the roadside at Whaw was rotten and in poor condition. Highways had previously been informed, but would be reminded.
 - 44.1.2 A boundary wall was down above the public footpath on parish land at Whaw. The landowner would be informed.
- 44.2 It was noted that the registration process for the Pin Fold in Langthwaite was ongoing.
- 44.3 The annual review of the Bench Policy was undertaken, and approved with no amendments.

45-25/26 Statement of Receipts & Payments for the first quarter and 2026/27 budget

- 45.1 A Statement of receipts & payments for the period 1 April to 30 June 2025 was considered with regard to the budget.
- 45.2 The salary budget for the current financial year was considered in light of the recent notification of salary increases for clerks for the year 1 April 2025 to 31 March 2026. (Minute 6-25/26 refers). The increase was approved and it was agreed to pay the difference in the clerk's pay from 1 April to date.
- 45.3 The cost options for renewing the software licences (MS Office and Norton) were considered and it was agreed that Cllr Atkinson would identify the best current deal for the MS Office software which would be purchased before 14th October when support for the current licence ended. It was agreed that the Norton licence would be renewed in December at a cost of approximately £20 for 2 years.
- 45.4 The options and costs for switching to an authority-owned website and email account were considered. The cost of £340 in the first year for 6 email accounts, and a secure website domain was approved in principle, pending confirmation of the ongoing annual costs from VisionICT. It was agreed that the switch to a gov.uk domain should take place at the end of this financial year (March 2026).
- 45.5 The draft budget for 2026/27 was considered with a view to finalising the budget and setting the precept for 2026/27 at the next council meeting in November.

46-25/26 Remembrance Day – 9 November 2025

Arrangements for the Remembrance Day services in Arkengarthdale and Reeth were considered and it was agreed to purchase a wreath for the Arkengarthdale Memorial Service and to pay the same as last year: A donation of £10 for the Royal British Legion would be added to the fixed price of a wreath (£20), totalling £30. It was agreed that Cllr Barningham would lay the wreath at the service in Arkengarthdale and also represent the Parish Council at the service in Reeth.

47-25/26 Clerk's report

- 47.1 The police reports for the period June-August 2025 were noted.
- 47.2 It was noted that the overgrown trees between the Bouldershaw exit and the School Building had been pruned by the owners in August, and visibility at the junction was now improved.
- 47.3 The final report of the Swaledale Housing Needs Survey had been circulated to councillors along with an invitation to a meeting organised by NYC on 10 September. It was noted that this meeting was an information meeting for councillors in Arkengarthdale and Swaledale, and that Cllr Stubbs would be attending as Chair or the UDCLT and also as Chair of the Parish Council.
- 47.4 It was noted that NYC's new policy to replace the recycling skips with smaller wheelie bins and to empty them more frequently was not working and that the recycling enclosure was frequently littered with plastic and cardboard waste that was blowing down the river bank. It was noted that NYC had been receiving regular updates on the state of the enclosure and residents had been asked to complain directly to NYC. It was agreed that NYC would be asked to provide additional bins.
- 47.5 It was noted that confirmation had been received from PKF Littlejohn that the council was exempt from external audit for the financial year 2024/25
- 47.6 A requirement for an IT policy was noted. A draft policy was considered and approved.
- 47.7 A proposal for a business continuity plan was considered and approved in principle. It was agreed that a draft plan would be considered at the next meeting in November.

48-25/26 Matters requested by councillors

No matters had been requested.

49-25/26 Planning

- 49.1 The following TPO & Conservation application was noted:
Ref F106200 To fell 1 conifer at Mill Stable
- 49.2 The following planning application was considered:
R/01/72C - Householder planning permission for erection of ground floor single storey extension to provide dining area at Low Faggergill Cottage. There were no objections and the council supported this application.

50-25/26 County Councillor's report

There was no report on account of Cllr Peacock's absence.

51-25/26 Highways

- 51.1 It was noted that none of the Highways issues reported this year, including the severe potholes and eroded roadsides on the Eskeleth – Seal Houses road, and the broken fence at Whaw - had been dealt with, other than one deep pothole near Eskeleth Chapel.
- 51.2 It was noted that the visibility verge at the Stang Lane junction had not been cut at all by anyone this year.
- 51.3 An update was noted from the NYC engineer on the plans for removing the severe hump on the temporary bridge over the damaged culvert above the cattle grid near CB Yard before the severe winter weather.

52-25/26 Financial matters

- 52.1 The bank balances as at 26 August 2025 were noted as follows:
- | | |
|---------------------------------------|----------|
| Current account | £1950.89 |
| Community Emergency (CEP) account | £ 777.95 |
| Seat Maintenance account | £ 19.98 |
| Liquidity Manager Seat Maint. account | £1189.75 |
- 52.2 Payments made since the last meeting were noted as follows:
- | | | |
|---------------|---|---------|
| S Dray | salary July 2025 | £265.20 |
| St Mary's | room hire for Feb/Mar/May | £ 90.00 |
| ICO | annual registration fee (data protection) | £ 47.00 |
| The Red Lion | Contribution to VE Day for catering | £ 85.90 |
| Viking Direct | Start up Kit for ACEG | £369.75 |
| The Red Lion | for R.Hutchinson War memorial maintenance | £ 40.00 |
- 52.3 The following payments pending were noted and approved:
- | | | |
|------------|--|----------------|
| Vision ICT | gov.uk domain [Minute 45.4 refers] Due 04/2026 | £340.00 |
| RBL | Remembrance day wreath | £ 30.00 |
| | MS Office 2024 (3 year licence) | £120.00 approx |
- 52.4 The following receipts were noted:
- | | |
|--|-------|
| Interest on CEP account for July | £1.05 |
| Interest on Seat Maint. account for July | £0.02 |
| Interest on Liq Mgr Seat Maint. account for July | £3.41 |

53-25/26 Date of next meeting: Monday 3 November 2025 in St Mary's Church at 7.15pm

The meeting closed at 9.25pm.