

Arkholme with Cawood Parish Council

Minutes of the Annual Parish Council Meeting 20 May 2024

Present: Cllrs David Howarth (Chair), Helen Dinsdale, James Huddleston, Chris Preston and the Clerk, Claire Helme
Two members of the public were present.

1 **Apologies:** Co Cllr Phillippa Williamson

2 **Declaration of conflicts of interest:** none declared

3 **Appointment of Chair, Vice-Chair and LALC representative:**

Cllr Howarth was nominated as **Chair** by Cllr Huddleston and was seconded by Cllr Dinsdale.

Cllr Preston was nominated as **Vice-Chair** by Cllr Dinsdale and was seconded by Cllr Huddleston

Cllr Huddleston was nominated as **LALC representative** by Cllr Howarth and was seconded by Cllr Dinsdale.

4 **Appointment of Responsible Financial Officer:**

The Clerk was nominated as **RFO** by Cllr Howarth and was seconded by Cllr Dinsdale.

5 **Declaration of acceptances of office:**

Councillors completed their acceptances of office forms for the coming year.

6 **Minutes of the ordinary meeting held 15 April:**

Cllr Preston proposed acceptance of the minutes of 15 April 2024, this was seconded by Cllr Dinsdale and was signed as a true record by Cllr Howarth.

7 **Matters arising:**

Cllr Howarth reported that the recent defibrillator training session held on 16 May was very well received and 16 people had attended. Attendees had donated £25 to local First Responders. It was hoped to hold another session in the village hall in the near future.

8 **Finance:**

a) Annual rent for the village pounds:

It was resolved that the rent for the village pounds remain at the rate of **£20** per annum next year.

Proposed Cllr Huddleston

Seconded Cllr Howarth.

It was noted that the rental agreement was still outstanding and also that the pounds have not yet been registered at the Land Registry owing to Registry delays.

b) Clerk's salary:

It was resolved that the Clerk's annual salary be increased to **LC1 SCP9** on the NALC scale and that this be backdated to 1 April 2024.

Proposed Cllr Howarth

Seconded Cllr Huddleston

c) Renewal of the Parish Council Insurance:

It was resolved to accept the Clear Insurance (formerly BHIB) insurance renewal quotation of **£522.76**; the rate was fixed for 3 years in 2022 but this does not include increases in administration charges.

It was also resolved to add the Employers Liability Insurance Certificate to the noticeboard.

Proposed Cllr Dinsdale.

Seconded Cllr Howarth

AGAR documentation:

d) Internal audit report and approval of Internal Auditor's invoice:

The internal audit report was noted; there were no concerns raised by the Internal Auditor. Payment of the internal audit fee of **£36.00** (cheque no 000734) was proposed by Cllr Huddleston and seconded by Cllr Howarth.

e) Approval of the Certificate of Exemption:

Approval of the Certificate of Exemption was proposed by Cllr Dinsdale and seconded by Cllr Preston. The Certificate will be sent off to the external auditors, PKF Littlejohn, in London.

f) Annual Governance Statement:

Approval of the Annual Governance Statement was proposed by Cllr Howarth and seconded by Cllr Dinsdale.

g) Accounting Statements 1-9:

Approval of the Accounting Statements was proposed by Cllr Howarth and seconded by Cllr Preston.

h) Period of commencement of the exercise of public rights:

It was proposed by Cllr Huddleston and seconded by Cllr Dinsdale that the period **Monday 10 June to Friday 19 July** be fixed for the exercise of public rights of inspection of the accounts. The Clerk will post the relevant notification on the noticeboard in due course.

i) Approval of end of year accounts and ledger:

Approval of the end of year accounts and balance in the accounts ledger (end of year balance **£5,416.76**) was proposed by Cllr Dinsdale and seconded by Cllr Huddleston.

j) Bank reconciliation:

The balance of account currently stands at **£9,073.33** with the precept of **£3,715** received in early April.

k) Risk assessment:

Cllr Howarth will complete the physical risk assessment over the course of the summer. It was noted, however, that the bench on the village green needs re-staining.

9 **500 words competition:**

It was resolved that the Clerk contact Hannah Burgess at Arkholme School to find out if the competition will be held again this year.

10 **Dates of meetings for 2024/25:**

Meetings were scheduled for: Mondays 1 July, 2 September, 7 October, 2 December, 3 February, 7 April and 19 May.

11 **Additional business:**

- The Clerk reported that a footpath in Melling is currently the subject of a proposed DMMO but was subsequently found to be part of Arkholme parish (part of the old coffin route which crossed the river Lune). Councillors had no

objection to the proposed DMMO with the proviso that Melling residents deal with the administration.

- **22/01463/OUT Notification of Amendment to Application**

Land East of Arkholme Methodist Church, Arkholme

The amended location and parameters plan recently submitted by Oakmere Homes was discussed in detail. The amended plans provide very little new information on the proposal and have the same reference numbers and dates. The revised red line boundary plan now omits the visibility splays, the drainage route and the new footpath that was to be provided on third party private land. The public right of way has been moved into the development area and now runs in front of the housing. The plans appear to ignore the Arkholme Conservation area boundary and the church car park is still identified as part of the plan for overflow parking. Overall, the housing density of the scheme has increased as the proposed development area has been reduced.

Resolved

It was resolved that the Clerk contact the Planning Case Officer for further information in order that residents can have adequate notice to consider their objections. The deadline date of 6 June will also be circulated to residents via Chris May and on the WhatsApp Group.

- **Public Rights of Way**

It was noted that the public footpath sign next to Meadowlands which had previously rotted off at the bottom of the post has now disappeared.

- **Parish Council Website**

No further progress has been made to date. The Clerk reported that landscape photographs and some text about the village will be needed in due course.

- **Hopewell Cup**

The sunflowers will be judged during the first week of September. The Clerk will send out a further reminder about the competition.

The meeting closed at 8.35pm.

Claire Helme

Clerk

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