

**Arkholme with Cawood Parish Council**  
**Minutes of the Parish Council Meeting held Monday 6 April**

**This meeting was held remotely due to the social distancing requirements of Covid-19**

**Present:** Cllrs Graham Jackson-Pitt, David Howarth, Chris Preston and the Clerk Claire Helme.

1 **Apologies:** Co Cllr Phillippa Williamson

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

3 **Minutes of the last meeting held 2 March:** Cllr Howarth proposed acceptance of the minutes and this was seconded by Cllr Jackson-Pitt.

4 **Clerk's report:**

**Highways update:**

Main St parking and 'A' boards:

No solution had been identified as yet but as the school is not fully open and school holidays are also imminent the problem had subsided. If seeking the views of residents on the issue it was felt that this would be an insensitive time to pursue this. Cllr Howarth agreed to move the 'A' boards from behind the grit bin to behind the school gate to tidy the pavement.

Drains on Main St:

The drains on Main St have been reported by both the Clerk and Co Cllr Williamson and the County Council will send the gulley cleaner when current circumstances allow.

Update on other actions:

Hopewell Cup:

The Hopewell Cup still needs to be engraved and valued. The Hopewell Cup is also covered by the Parish Insurance under the contents section on an 'all risks' basis so is covered when held by the winner at a different address.

Actions:

Cllr Jackson-Pitt to arrange engraving and valuation when possible.

Clerk to check the maximum value of individual items covered after the Hopewell Cup has been valued.

Highways licence:

The Clerk has renewed the highways licence with the county council for seasonal lighting on the Christmas tree. This is covered by the public liability section of the parish insurance.

Councillors:

The Clerk has removed Rachael Gibson's details with the City Council Monitoring Officer as she resigned as a parish councillor in January.

5 **Planning application:**

**20/0035/TCA** South View, Main St, Arkholme, LA6 1AU

Tree works application for removal of overhanging branches to ash tree.

Awaiting decision. No comments made by councillors.

6 **Finance:**

a) Cheque no 640 for the Clerk's wages/expenses for £298.08 was agreed by all present.

- b) Cheque no 641 for the annual subscription to LALC for £55.66 was agreed by all present.
- c) Cheque no 642 for the Parish insurance with BHIB for £475.33 was agreed by all present.
- d) NALC and the SAAA are currently setting new deadlines for the AGAR; at the moment the accounts must be considered and approved by the full council by no later than 29 June and published by 30 September but the situation is constantly changing. The Clerk has yet to confirm details with the Internal Auditor.
- e) Online banking - the account with Lloyds Bank is extremely old and cannot be updated to accommodate online banking and therefore a new account needs to be set up with all the details of councillors/clerk re-entered and new forms signed. Rachael Gibson also needs to be removed as a signatory.

7

**PACT report:**

The constabulary summary compiled by Co Cllr Williamson had been circulated to councillors and all residents as well as information on PCSO/PC's covering Lancaster Rural North.

It was agreed the report was useful and far better than the figures previously relied upon from the Lancashire Constabulary website.

8

**Best Kept Village:**

The Clerk reported that she had obtained city council permission to move the litter bins and had told Trevor Manton that purchase of the dog waste bag dispenser had also been sanctioned. Owing to the uncertain times and social distancing/isolation policies no more progress has been made with forming working parties etc

Action:

Clerk to ask Trevor Manton whether the competition was to go ahead as planned.

9

**Coronavirus information/liaison with councils etc**

Clerk's are receiving an avalanche of information from various agencies offering information and guidance on the crisis and often this is duplicated. The Clerk had attended a remote briefing meeting between Lancaster City Council and local parish clerks and it was hoped this would be a regular occurrence.

10

**Co-option of new councillors:**

The Clerk had placed a vacancy notice on the board but Cllr Jackson-Pitt pointed out that often a direct approach to people was more successful and he also planned to write about the role of a councillor in the next edition of Wagtail. Cllr Preston stated that he been talking to a resident who had expressed an interest in the role. Cllr Preston proposed that he be invited to the next meeting to be officially co-opted and this was seconded by Cllr Jackson-Pitt.

Actions:

Clerk to make contact with the interested applicant and invite to the next meeting. Cllr Jackson-Pitt to personally invite other candidates identified by the council as potentially having an interest in the role.

- 10           **Parish Assembly and AGM:**  
The Parish Assembly will be postponed until May next year and the Clerk had successfully moved the talk by LuneTube to 10 May 2021. The AGM was scheduled for 4 May this year and it was decided to proceed as if the meeting would go ahead and then reassess the situation in due course. Items for inclusion at the AGM include the risk assessment, Standing Orders and the amount of rent to be charged for the village pounds. When an AGM takes place the public must be given the opportunity to attend by whatever means available.
- 11           **Additional business:**  
The Clerk, instructed by Cllr Jackson-Pitt, had written to Ideal Choice Homes about the potential council house vacancy on Meadoway. It was pointed out to them that, as part of the recent consultation by the Lune Valley Rural Housing Association, the Parish Council was led to believe that priority in the bidding process for local affordable housing should be given to those with strong connections to Arkholme. The Clerk had received no reply at the present time.
- 12           **Date of next meeting:**  
The AGM, followed by the Parish Council Meeting, was provisionally scheduled for Monday 4 May with the proviso that it may not be possible to hold the AGM or parish council meeting if circumstances do not allow. This will be reassessed at a later date.

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