

Arkholme with Cawood Parish Council

Minutes of the Annual Parish Council Meeting

Monday 9 May 2022 at 7pm in Arkholme Village Hall

Present: Councillors David Howarth, Helen Dinsdale, James Huddleston, Chris Preston, County Councillor Phillippa Williamson and the Clerk, Claire Helme.

No members of the public were present.

1 **Apologies**

No apologies for absence were received

2 **Declaration of conflicts of interest:**

None declared.

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

Cllr Howarth was nominated as **Chair** by Co Cllr Williamson and was seconded by Cllr Dinsdale

Cllr Preston was nominated as **Vice-Chair** by Cllr Dinsdale and was seconded by Co Cllr Williamson.

Cllrs Dinsdale and Huddleston were nominated to share the role of **LALC representatives** by Cllr Preston and were seconded by Co Cllr Williamson.

4 The Clerk was nominated as **Responsible Financial Officer** by Co Cllr Williamson and was seconded by Cllr Huddleston.

5 **Declaration of Acceptance of Office:**

Cllr Howarth completed the acceptance of office form as Chair.

Councillors had no changes to make to the 'disclosable pecuniary interests' or 'other interests' forms.

6 **Minutes of the ordinary meeting held 4 April:**

Cllr Dinsdale proposed acceptance of the minutes, this was seconded by Cllr Preston and was signed as true record by Cllr Howarth

Matter arising:

It was noted that the wooden growing frame had not been repaired but removed from the larger village pound which made it look much bigger and easier to garden.

7. **Finance:**

a) Annual rent for the village pounds

The annual rent for the village pounds will remain at £15 per annum.

Proposed Cllr Dinsdale

Seconded Co Cllr Williamson.

As no applicants had come forward to rent the smaller pound Cllr Dinsdale agreed to keep it tidy for the time being.

b) Clerk's salary

It was resolved that the Clerk's annual salary be increased to **LC1 SCP8** on the NALC scale and that this be backdated to 1 April 2022.

Proposed Cllr Howarth

Seconded Co Cllr Williamson

- c) Adoption of Financial Regulations
Adoption was proposed by Co Cllr Williamson and seconded by Cllr Dinsdale.
- d) Asset Register
The Clerk has updated the asset register and ensured that all items of street furniture are fully covered on the insurance policy. It was resolved to accept the revised asset register .
Proposed by Cllr Howarth
Seconded by Cllr Dinsdale.
Renewal of the Parish Council Insurance
It was resolved to accept the new renewal quotation of £454.87 (fixed for 3 years) from BHIB Local Councils Insurance. The Clerk has obtained a lower quotation, as there has been an increase of £55, by removing cover for policy areas that were not relevant to Arkholme and by fixing the policy for 3 years.
Proposed Cllr Howarth
Seconded Cllr Dinsdale.
AGAR documentation:
- e) Internal audit report and approval of Internal Auditor's invoice
There were no issues of concern. Payment of the internal audit fee of £35 was proposed by Cllr Huddleston and seconded by Cllr Preston.
- f) Approval of the Certificate of Exemption
Approval of the Certificate of Exemption was proposed by Cllr Dinsdale and seconded by Cllr Huddleston.
- g) Annual Governance Statement
Approval of the Annual Governance Statement was proposed by Co Cllr Williamson and seconded by Cllr Huddleston.
- h) Accounting Statements
Approval of the Accounting Statements was proposed by Cllr Huddleston and seconded by Co Cllr Williamson.
- i) Period of commencement of the exercise of public rights
The Clerk suggested a period from 13 June to 24 July for inspection of the accounts and this was proposed by Cllr Howarth and seconded by Cllr Dinsdale.
- j) Approval of the financial risk assessment, year-end accounts/ledger
Acceptance of the above was proposed by Co Cllr Williamson and seconded by Cllr Dinsdale.
- k) Bank reconciliation
The bank balance currently stands at £7,602.53 with the precept of £3,538 received in early April. The Clerk will make enquiries as to why the cheque made out to AVH for rent has not yet been presented.

8 **Platinum Jubilee:**

There has been a slow response so far with regard to attendance at the 'Bring and Share' lunch and the number of helpers available to assist Anita Huddleston was also uncertain. Robert and Carole Webb agreed to help with co-ordination of the event and if numbers were low would hold the lunch at Longbarrow. The Clerk will leave

the village hall booked on the Sunday until the final numbers wishing to attend are finalised.

Queen's Green Canopy:

Cllr Dinsdale has been researching different types of trees; she described an evergreen oak tree know as 'Holm Oak' with leaves similar to holly that might be suitable for the village green or elsewhere. A final decision does not need to be taken until the autumn as that is the best time to plant new trees.

9 **500 words:**

The school have asked whether the parish council will fund the books for the 500 words competition again this year. It was resolved to provide funding up to the value of approx. £100; the Clerk will inform the school of the decision.

10 **Dates of meetings for the following year:**

It was resolved to hold meetings on the first Monday of the month at 7pm as usual. In addition to January and August it was decided to not hold meetings in June and November, on a trial basis, with the proviso that a meeting can be quickly called in the event of any major planning notifications.

11 **Additional business:**

Planning applications 22/00449 & 22/00450/FUL

Greencroft, Borwick Road, Arkholme, LA6 1BG

Councillors had no objections but commented that more consideration should be given to screening the development from the road.

It was noted that the Bay Horse Hotel planning application had not appeared on any Lancaster City Council agendas to be heard at a full planning committee meeting despite assurances to the contrary.

The meeting closed at 8pm.

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