

## Arkholme with Cawood Parish Council

### Minutes of the Annual Parish Council Meeting 15 May 2023

**Present:** Cllrs David Howarth (Chair), Helen Dinsdale, James Huddleston, Chris Preston, Co Cllr Phillippa Williamson and the Clerk, Claire Helme

Two members of the public were present.

- 1 **Apologies:** No apologies for absence were received.
- 2 **Declaration of conflicts of interest:**  
Cllr Howarth declared an interest in item 7(a) regarding the rent for the village pounds.
- 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 Huddleston and was seconded by Co Cllr Williamson.  
Cllr Huddleston was nominated as **LALC representative** by Cllr Dinsdale and was seconded by Co Cllr Williamson.
- 4 **Appointment of Responsible Financial Officer:**  
The Clerk was nominated as **RFO** by Cllr Huddleston and was seconded by Cllr Dinsdale.
- 5 **Declaration of acceptances of office and interests forms:**  
Councillors completed their acceptances of office and ‘disclosable pecuniary interests’ and ‘other interests’ forms for the coming year.
- 6 **Minutes of the ordinary meeting held 3 April:**  
Cllr Preston proposed acceptance of the minutes of 3 April 2023, this was seconded by Cllr Huddleston and was signed as a true record by Cllr Howarth.
- 7 **Finance:**
  - a) Annual rent for the village pounds:  
It was resolved that the rent for the village pounds will increase to **£20** per annum from next year.  
Proposed Cllr Huddleston  
Seconded Co Cllr Williamson.
  - 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 2023.  
Proposed Cllr Huddleston  
Seconded Cllr Dinsdale.
  - c) Renewal of the Parish Council Insurance:  
It was resolved to accept the BHIB insurance renewal quotation of **£485.14**; the rate was fixed for 3 years last year but this did not include increases in administration charges.  
Proposed Co Cllr Williamson  
Seconded Cllr Dinsdale.

## **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. A vote of thanks was given to the Clerk for her work in preparing the documentation. Payment of the internal audit fee of **£36.00** (cheque no 000704) was proposed by Cllr Huddleston and seconded by Cllr Dinsdale.
- 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 Co Cllr Williamson 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 12 June to Friday 21 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 **£4,347.66**) was proposed by Cllr Dinsdale and seconded by Cllr Howarth.
- j) Bank reconciliation:  
The balance of account currently stands at **£7,885.66** with the precept of **£3,538** received in early April.  
It was also proposed by Cllr Dinsdale and seconded by Cllr Preston to pay the LALC annual subscription fee of **£52.36** (cheque no 000702).
- k) Risk assessment:  
Jubilee bench  
Cllr Howarth stated that the black jubilee bench on Main Street is in need of stripping and painting and also that the fixings at the bottom have deteriorated. A quotation needs to be sourced to estimate the cost of repair.  
Electricity pillar feed  
The power box is now locked and safe. Thanks were expressed to Cllr Howarth for sorting this out.  
Plaque on memorial seat on village green  
The plaque has now been installed on the memorial seat. Thanks were expressed to Cllr Huddleston for arranging the fixing of the plaque in memory of Tom Metcalf.  
Noticeboard  
A handyman will be coming to look at the noticeboard to assess it with Cllr Huddleston on Thursday evening.

- 8     **22/01463/OUT** Land East of Arkholme Methodist Church, Arkholme  
Outline application for the development of up to 23 dwellings etc.  
The outline planning application has been passed despite numerous objections from residents. It was noted that there were 4 abstentions with regard to the vote taken at the Planning Committee. Planning permission is subject to an S106 agreement which means that provision will need to be made for pedestrian footways, green space at the front and potentially other ‘trade offs’ like toddler playgrounds or other leisure facilities. There will be more opportunity to comment at the ‘reserved matters’ planning stage and it is hoped that residents will continue to voice their concerns by making comments on the application at this later stage.
- 23/00311/FUL** Land to the South West of Thorneycroft, Arkholme.  
Retrospective application for partial demolition of agricultural storage building.  
The application has been refused for a second time and is likely to go to an appeal. It is not known whether enforcement action will be taken regarding the container that should have been moved last year.
- Other planning issues:**  
The Clerk has received a reply to her letter from Debbie Threlfall, Senior Planning Enforcement Officer. In the letter the Clerk expressed residents’ concern about retrospective planning applications in the area and the lack of planning enforcement with regard to perceived planning breaches. There was disappointment around enforcement action generally and with regard to specific cases where planning breaches appear to have not been enforced. Debbie Threlfall states, “that the law allows contraveners to submit a retrospective application, and whilst, on previous occasions, the idea of making breaches of planning control a criminal offence has been mooted, the law has never been changed by the Government.” She advises complainants to make contact at Planning Enforcement, Lancaster City Council where there is a short online form to fill in and submit to the Technical team who will pass on the same day. The more details provided to substantiate a complaint the better.
- 9     **King Charles III’s Coronation event:**  
Cllr Huddleston reported that the event was very successful with 130 people attending and expressed thanks to those on the sub-committee that helped. Residents would like to repeat the event with a ‘big lunch’ potentially on the first Sunday of June. It was proposed that Cllr Huddleston bring a proposal for funding of a future event to the July meeting. It was resolved to pay expenses of £192.84 to Anita Huddleston and £29.86 to Bridget Smith for items connected with the coronation event.
- 10    **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.
- 11    **Additional business:**
- Cllr Howarth stated that he would like to undertake a ‘mini project’ to inspect all the local footpaths to see if they are fit for purpose. This would include checking stiles, gates, way marker signs etc. The Clerk was tasked with contacting the public rights of way department to obtain some spare way marker signs.
  - The Clerk was asked to circulate a reminder about the Hopewell Cup.

- Tom Clark has completed the Green Canopy plaque which the Parish Council is very pleased with and it now needs treating before installation. It was noted that the attachment needs to go well into the ground for stability.

12 **Dates of meetings for 2023/24:**

The meetings are scheduled for: Mondays 3 July, 4 September, 6 November, 4 December, 5 February, 4 March, April (to be decided), 13 May.

**The meeting closed at 8.20pm.**

Claire Helme

Clerk

Arkholme with Cawood Parish Council