

## Arkholme with Cawood Parish Council

### Minutes of the Parish Council Meeting held Monday 15 April 2024

**Present:** Cllrs David Howarth, Helen Dinsdale, James Huddleston,  
Co Cllr Phillippa Williamson and the Clerk, Claire Helme.  
One member of the public was present.

1 **Apologies:** Cllr Chris Preston.

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

3 **Minutes of the last meeting:**

Cllr Howarth proposed acceptance of the minutes of 5 February 2024, this was seconded by Co Cllr Williamson and was signed as a true record by Cllr Howarth.

4 **Finance:**

a) Cheque no 000732 for £58.43 for the LALC annual subscription was approved.  
Proposed Cllr Huddleston

Seconded Cllr Dinsdale

b) The Clerk reported that some difficulties had been experienced with one of her wages cheques during the paying in process at her bank in December. Two payments for the same amount had been incorrectly debited from the Parish Council's Lloyds account due to a cheque processing error at NatWest but neither reached the Clerk's account. These amounts were eventually re-credited after several visits to NatWest/Lloyds branches at both Kendal and Lancaster but have to be explained on the AGAR 'explanation of the variances' sheet as they distort the figures.

It was resolved to open an online account at Unity Trust bank which is a parish council specialist and is used by many local parish councils in our area. All councillors present at the meeting agreed to become signatories.

Proposed Cllr Dinsdale

Seconded Co Cllr Williamson

c) It was resolved that Derek Whiteway be re-appointed as Internal Auditor.

Internal audit arrangements will be the same as last year; the Certificate of Exemption must be received by the 30 June by PKF Littlejohn.

The balance of the end of year account stands at £5,416.76 including a cheque of £80 still to go out for village hall rental. This figure also includes unspent PROW grants of £1,652.83. At the same point last year, the end of year balance of account stood at £4,348 including grants.

5. **Planning updates:**

**23/00311/FUL** Land to the South West of Thorneycroft, Kirkby Lonsdale Road.  
Appeal against enforcement notice.

It was noted that a resident had written to state that permission had been granted on 12 February to keep the shed for agricultural purposes only. The enforcement notice was upheld regarding the area of hardstanding, shipping container and alterations to land levels on 12 February.

**24/00281/PLDC** 8, The Sheiling, Arkholme, LA6 1FA

Proposed lawful development certificate for the installation of solar panels to the south facing roof slope.

It was noted that there was no obligation for residents to apply for permission for solar panels on the Sheiling or Herb Gardens.

No comments were made by councillors.

**Tree works:**

**24/0056/TCA** Green Court, Main St, Arkholme, LA6 1AU

1 x Silver Birch – reduce in height and width.

No comments were made by councillors.

**24/0032/TCA** and **24/0034/TPO 2**, Carus Park, Arkholme, LA6 1AY.

Willow (T3) – reduce by 30% leaf cover.

Birch (T1/T2) – crown lift to 3m, reduce in height and spread by 25-30% of leaf cover, tuck branches away from house.

Both applications were permitted on 25 March.

No comments were made by councillors.

6 **Public Rights of Way/grants:**

There is £1,652 of grant money still left to spend although some of the biodiversity grant money has already been used to purchase bird and hedgehog boxes for local residents. Cllr Dinsdale agreed to place a copy of the footpath map she sourced from the County Council's Mario mapping system on the noticeboard.

7 **Parish Council website/.gov email address:**

The Clerk reported that new audit reporting requirements will require parish councils to have their own website and an email address that belongs to the council. This is a problem as Arkholme is almost the only parish council left in the area to not have a website and relies on the City Council to post agendas/minutes etc. Most local parish councils have a .org website and a linked email which currently meets regulations although a move to .gov for all councils is probable. The Clerk has visited a local website designer who has created websites for a long list of local councils although he favoured setting up a .org website as he had experienced some technical issues with .gov sites; this could be converted later if regulations force councils to .gov websites. Costs are approx. £400 to initially set up the website, £75 per annum to host the site and around £30 every 2 years for the domain all prices plus VAT. Full training on how to edit the website is given to the Clerk and her replacement if she leaves the post in the future.

It was resolved to setup a new .org website for the Parish Council over the course of the next 6 months.

Proposed Cllr Huddleston

Seconded Co Cllr Williamson

8 **Defibrillator training/First Responder:**

Cllr Huddleston reported that the local surgery does not offer this training.

Cllr Howarth agreed to ask about training from a contact in Sedbergh and to set up a date next month at the village hall if possible.

9 **PACT report:**

There were 9 crimes reported in the constabulary area during February but these were in the Over Kellet/Nether Kellet areas with none reported in Arkholme.

10 **Date of annual meeting:**

The annual meeting will be held on 20 May at 7.30pm in Arkholme Village Hall.

11 **Additional business:**

- It was agreed that for this year the Hopewell Cup will be presented for the tallest sunflower. Next year the prize will be for the best miniature garden

(1m square maximum). The Clerk will send out an email and WhatsApp message to residents.

- The Clerk has reported a large pothole in Locka Lane and some potholes have been filled in on the Capenwray road after they were reported on the app. Co Cllr Williamson also reported that the County Council have signed off around 10 million for pothole mending and highways teams will now be authorised to fill in smaller potholes situated in the vicinity of the larger ones without the need for further visits.
- It was noted that poultry licences will be needed in future for very small flocks of chickens kept by householders.
- The proposed reduction in car parking capacity in Lancaster was noted.

**The meeting closed at 8pm.**

Claire Helme  
Clerk  
Arkholme with Cawood Parish Council.