

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 21 DECEMBER 2016 AT 7:00PM

Present

Cllrs: Batley, Brady, Coates (Chairman), Flesher, Hindle, Jerome, Mawson (Vice Chairman), Smith and Tennant.

Absent

Cllr Naylor

In Attendance

Parish Clerk – J Markham

Public – 2

200/16 Disclosures of Interest

Pursuant to the Council's Code of Conduct, Members were invited to disclose any additional interests (not already listed in the Register of Interests), and to note in the Declarations of Interests Book any interests (whether previously disclosed or not), relevant to the business of the meeting.

Relevant interests noted:

The Chairman – personal interests in agenda items 4(4) (Refurbishment of Old School/Library) and pecuniary interests in agenda item 5(1) (Planning applications) and agenda item 4 (6) (Pavilion extension)

201/16 Public Consultation and Question Time, including Police Matters

No matters were raised by members of the public present at the meeting. The Clerk was asked to contact the Police to request a written report for the next meeting if an officer was not able to attend.

202/16 Minutes of Meetings held on 16 November and 7 December 2016, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meetings held on 16 November and 7 December 2016, having been taken as read, be approved and signed as a true and correct record in each case by the Chairman.

Matters Arising:

Village Newsletter – the Civic Society had continued to contact potential advertisers, and work on features and other content was due to be progressed in the New Year

Website – the domain transfer had now been completed.

Field at High Mill – letters had been sent to the builder responsible for the tipping, and to the resident concerned in the matter, but the debris had yet to be removed.

Environment Group – it was reported that, following meetings held with the Civic Society and representatives of the Environment Group, a presentation by the Group was to be made to the January Council meeting.

Winter gritting – a map of routes and planned timescale for grit bin replenishment had yet to be received.

Casual Vacancy – the Clerk reported that no formal applications had been received in response to the advert and it was agreed that possible candidates would be considered further outside the meeting with a view to filling the vacancy at the next meeting.

Christmas Lights Switch-on Event – feedback from the event was discussed and the Clerk was asked to write to the electrician to thank him and to request that, for future years, the organisation of switch-on at the event be included in the quoted price for the contract. Cllr Tennant noted that he and Cllr Brady would consider possible locations for new lights and report back with proposals for expenditure to a future meeting. The Lengthsman was thanked for his role in placing and removing road signs for the event.

Nature Reserve – Cllr Smith reported that the footpath had now been repaired, and, following receipt of the Council's letter dated 1 December, asked for further details of the Council's intentions as regards maintenance of the area. It was confirmed that proposals for maintenance works should be submitted, in the first instance, to the Property & Maintenance Committee, and that the draft Budget, due to be considered at agenda item 6 (Minute 207/16(1) refers) contained provision for expenditure on such works.

Refurbishment of Old School – the Clerk reported that arrangements for a pre-contract meeting with Grays were being made, and the suggested date of 9 January at 6.30pm was confirmed by members of the working group.

s.106 funding – the Clerk reported that BMDC had now completed the tender process for supply of the new MUGA surface and for a teen shelter, and would be meeting with contractors early in the New Year. A response from the police with questions regarding the teen shelter had been received, and would be discussed with the PCSO separately.

The remaining Matters Arising, as listed on the Agenda (see Minute 203/16- 204/16 below) were considered separately for decision.

203/16 Council Deeds and Land Registration

The Clerk reported that work to clarify land registration issues continued, and solicitors had requested a meeting with a small group of councillors to determine background detail in some cases.

Resolved: That a small working group comprising Cllrs Mawson and Hindle be set up for the purpose of working with solicitors to resolve outstanding queries on land registration matters, and that the Clerk be authorised to make arrangements for a meeting to be held in the second week in January.

204/16 Pavilion Extension

Having declared a pecuniary interest (Minute 200/16 refers), the Chairman withdrew from the meeting. The Vice-Chairman took the Chair.

With the agreement of members, the Vice-Chairman also took consideration of the letter from Addingham Academy, listed at agenda item 12, at this point in the meeting.

Cllr Tennant reported that meetings had been held with the Academy to give preliminary consideration to plans drawn up by them for an extension on the Pavilion designed for use by local sports and children's groups. The Academy had been requested to produce a costed business plan for these proposals, and this had not been forthcoming. In view of the letter now received from the Academy, withdrawing their proposals for community use of the Pavilion and MUGA on an organised basis, it was

Resolved: That plans drawn up and previously approved (Minute 133/15 refers) for a toilet and storage extension at the Pavilion on Stockinger Lane be progressed, and that the Clerk be authorised to work with the architect to procure quantity surveyor reports and report back with recommendations for the contract tendering process and timescale at the next meeting.

The Clerk was authorised to reply to the Academy on behalf of the Council.

205/16 Planning Applications

Having declared a pecuniary interest (Minute 200/16 refers), the Chairman remained absent from the meeting, and the Vice-Chairman remained in the Chair.

Planning Ref.	Site Location	Brief description of proposal
16/04726/SUB01 16/09308/LBC 16/09397/FUL	The Fleece	Internal modifications
16/01776/FUL	Parsons Lane	Order for stopping up or highway for works on turning circle
16/09321/HOU	11 Well Close	Extension, garage conversion and landscaping
16/08980/FUL	2-4 Old Station Way	1 st floor extension

The applications listed above were discussed. No comments were to be made to the planning authority.

The Chairman rejoined the meeting, and resumed the Chair.

206/16 Finance Committee

The draft minutes of the meeting of the Finance Committee held on 7 December 2016 were received and noted. The recommendations of the Committee were considered separately for decision (Minutes 207/16- 210/16 refer).

207/16 Budget Statement and Precept 2017/18

Resolved (1) That the draft Budget 2017/18, a copy of which is attached to these Minutes as an Appendix, be approved, and that it be used as the basis for setting the Parish Precept 2017/18 in order that sufficient funds be made available for budgeted expenditure, taking account of the level of funds available as carried forward from previous financial years and with a view to managing the potential increase in local taxation, and that the Clerk be authorised to complete the precept form accordingly and arrange for its signature by the Chairman.

Resolved (2): That, after taking account of the decision to set the Precept 2017/18 to provide in full for budgeted requirements 2017/18 (Resolution 1 above refers), all funds currently held in reserves be set aside, first for capital expenditure on repairs and maintenance of Council-owned assets, with a fund of £45,000 being specifically earmarked for expenditure on the refurbishment of the Old School (Minute 198/16(3) refers), secondly for potential capital expenditure requirements on the extension to the Pavilion (Minute 204/16 refers), and thirdly with a view to ensuring sufficient contingency to cover any unforeseen and unbudgeted requirements arising during the course of the financial year.

Resolved (3): THAT the Clerk's salary 2017/18 be calculated with reference to the recommended pay scales set by NALC/SLCC 2016-2018 and that the rate be set with reference to SCP28, the spinal point increase being awarded by contractual increment and in recognition of the Clerk's CiLCA qualification, achieved in July 2016.

Resolved (4): That the hourly rate of the caretaker be increased by 11% to reflect her additional responsibilities for invoicing for hire of the Old School room with effect from 1 April 2017.

The salary statement and list of regular payments, both as reviewed by the Finance Committee, were signed by the Chairman.

208/16 Council Insurances 2017

Resolved That the quotation for the Council insurances 2017 submitted by Aviva, as considered by the Finance Committee alongside and in comparison with quotations put forward by three alternative insurance providers, be approved, that payment of the annual premium cost of £1900.16 be authorised, and that the Clerk be authorised to sign the new business agreement with Aviva on behalf of the Council.

209/16 Internal Auditor

The Clerk reported that the current Internal Auditor had now confirmed his resignation, and details had been requested from three alternative service providers, two of whom had provided quotations.

Resolved That Mr A Bosmans be appointed as internal auditor of the Council with immediate effect.

210/16 Charging Policies

The Clerk explained the VAT implications for capital projects concerning Council-owned properties used for the purpose of providing exempt supplies.

Resolved That, in view of the current regulations concerning the reclaiming of VAT on expenditure by the Council, the current charging policy for supplying electricity to user groups at the Pavilion be adjusted, and that the Clerk be authorised to inform the Pavilion tenants of the new arrangements accordingly.

211/16 Neighbourhood Plan Forum

The notes of the meeting of the Neighbourhood Plan Forum held on 30 November and 19 December 2016 were received and noted, and the report of Cllr Tennant, as chairman of the two Forum meetings, was noted.

The Forum's recommendation for decision by Council was considered.

Resolved (1): That a set of display boards, priced at £159 each (+ VAT), be purchased for use at future consultation events on the Neighbourhood Plan, and that expenditure for this purpose be authorised, as available from the Locality grant funding budget.

Resolved (2): That the Notes of meetings of the Neighbourhood Plan Forum be published on the Council's website with effect from the date of the website upgrade, establishing a separate page for the purpose of providing information on the development of the Plan.

Resolved (3): That the Clerk be authorised, in consultation with advisers, Kirkwells, to draw up and submit a second grant application for Locality funding for the continued development of the Neighbourhood Plan in 2017.

212/16 Drainage and Beck/Gully Clearance

A report on action taken since the flooding events of winter 2015/16 to monitor drainage and beck/gully clearance issues was noted. At the invitation of the Chairman, the Lengthsman commented on the matter and noted that drainage issues could be reported one-by-one, as necessary, to BMDC by residents, using the online form on the BMDC website.

It was also noted that the draft Emergency Plan was to be considered further early in the New Year.

213/16 Tour de Yorkshire 2017

It was noted that the Tour de Yorkshire was expected to pass through the village, and preliminary plans for the event had been discussed between the Chairman and the Chairman of the Memorial Hall Trustees.

214/16 Memorial at Medical Centre

The Chairman reported that permission had now been given for the location of a memorial to Gordon Campbell at the Medical Centre and the Clerk was asked to check on background work previously prepared in 2015 and report back to the next meeting.

215/16 Consultations

An online consultation on a draft Bill for a new Public Service Ombudsman was noted.

216/16 Correspondence

Correspondence received during the month, as circulated for information and reported on by the Chairman and Clerk, was noted. A card from Totally Locally, thanking the Council for the donation for the new marquee, had been received. The Chairman had received a Christmas card from Kris Hopkins, MP.

217/16 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment be approved, and cheques signed as required.

B. Bank Reconciliation - 5 December 2016

The bank reconciliation to 5 December 2016, was noted and initialled by the Chairman and Cllr Mawson.

C. Proposals for funding support

- (1) A request submitted by Addingham United Charity, inviting support from the Council towards the cost of a blue plaque at High Mill, was received and discussed and it was **Resolved:** That a donation of 25% of the total cost be provided to the Civic Society for the purchase of a blue plaque at High Mill on behalf of Addingham United Charity.
- (2) **Resolved:** That a subscription to ParishOnline for use of its mapping system be approved, as requested by the Civic Society.

218/16 Chairman's Remarks and Members' Discussion Forum

The report of the Chairman and members' reports were received for information. The Chairman and members congratulated Cllr Jerome on his recent investiture.

Agenda item for next meeting of Property & Maintenance Committee: Dog fouling on football field.

219/16 Date of Next Meeting

The next ordinary meeting of the Council would be held on:
Wednesday 25 January at 7:00pm in The Old School Room.

For information - dates of Committee and Working Party meetings early in New Year as follows:

Planning Committee	4/1/17 7pm
Old School Refurbishment Working Group	9/1/17 6.30pm
Property & Maintenance Committee	11/1/17 6.45pm
Neighbourhood Plan Forum	16/1/17 6.45pm
Land Registration Working Group	To be confirmed: week beginning 16/1/17

Meeting closed at 9.05pm.

Chairman