

# **ADDINGTON PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGTON ON WEDNESDAY 10 MAY 2017 AT 7:00PM**

### **Present**

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

### **Absent**

Cllr Mawson

### **In Attendance**

Parish Clerk – J Markham

Public – 11

### **85/17 Election of Chairman**

It was Resolved (proposed by Cllr Jerome; seconded by Cllr Hindle): THAT Councillor C Coates be and she is hereby re-elected as Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

The Chairman's Declaration of Acceptance of Office was signed and received.

Cllr Jerome proposed a vote of thanks to the Chairman for her work on the Council over the past year.

### **86/17 Apologies for Absence**

Received from Cllr Mawson; absence approved.

### **87/16 Election of Vice-Chairman**

It was Resolved (proposed by the Chairman; seconded by Cllr Jerome): THAT Councillor J Mawson be and he is hereby re-elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

### **88/16 Register of Interests**

Councillors confirmed that their interests as recorded in the Register of Interests held and maintained by the Council's principal authority, were accurate and up to date.

### **89/17 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) as relevant to the business of the meeting, and to note these in the Declarations of Interests Book.

Relevant additional interests noted:

None

As disclosed in the Register of Interests, the interests of Members relevant to items of business before the Council were recorded as follows:

Personal Interests:

Cllrs Coates and Naylor – Agenda item 7 Old School Capital Project (as Trustees of Community Library)

Cllr Hindle – Agenda item 7 Old School Capital Project (connected person's interest in Community Library)

Disclosable Pecuniary Interest:

Cllr Coates – Agenda items 8(4) - Pavilion extension, and 14(1) – 46 Moor Lane planning application (connected person's financial interest in each case)

Dispensation requests received:

None

### **90/17 Public Consultation and Question Time, including Police Matters**

A member of the public present at the meeting queried developments on the Wharfedale Greenway project, and it was confirmed that the Council had committed support to a feasibility study only at this point, and any and all options arising from it would be subject to full consultation within the community. It was also confirmed that support for the study had been agreed on the basis that, if the project were to go ahead, there should be no use made of compulsory purchase orders.

### **91/17 Old School Capital Project**

At the invitation of the Chairman, the project manager introduced a further report, following a meeting held with the BMDC listed buildings officer on 13 April, at which Cllr Naylor had been present.

The project manager reported that further investigative works into the condition of the front wall to the building were recommended, and these were discussed. The project manager also reported on earlier works carried out in 2006 by Pearce Bottomley architects, together with Sharp & Scarfe structural engineers and Grays builders, to support the wall by introducing steel post supports to the window and ties to the back wall.

During the course of the discussion which ensued, and in answer to queries raised by members of the public

present at the meeting, it was noted that the work now required would need to be re-scoped as a new capital project (the works likely to be required involving more extensive repair and renovation than had been provided for in the original refurbishment project), and advice taken from solicitors and YLCA as regards next steps in the process, to ensure compliance with the Council's Standing Orders and Financial Regulations concerning best value in contract procurement.

**Resolved:** That, in preparation for the scoping of a new capital project to repair or renovate the Old School, the Clerk, in consultation with the Chairman, be authorised to continue to gather specialist advice, as necessary, and report back to the next meeting with an update on progress.

It was confirmed that, in the meantime, the library would need to remain in the portacabin, but members of the Library Trustees present at the meeting were requested to report back to Council with any proposals for a longer-term solution.

### **92/17 Minutes of Meetings held on 12 April 2017, and Progress Report, for information only, on Matters Arising from the Minutes**

**Resolved:** That the Minutes of the Meeting held on 12 April 2017, having been taken as read, be approved and signed as a true and correct record by the Chairman.

#### **Matters Arising:**

**Tour de Yorkshire** – a successful event had been held and photos had been published on the website

**Road improvement schemes** – Highways had reported that they were looking to progress both schemes in the Moor Lane area

**Inspection of allotments** – it was reported that an asbestos inspection of allotment sheds had been carried out and a report was awaited from the inspector.

**Stockinger Lane pavement** – Highways were investigating repairs to the footpath outside the Pavilion and improvements to the dropped kerb to improve disabled access to the pedestrian entry to the path down to the medical centre

**Planning application- 31 Bark Lane** – a letter had been sent to the planning authority, objecting to the proposed development

**Pavilion guttering** – the scouts had arranged for the installation of a new gutter drainage system

*The remaining Matters Arising, as listed on the Agenda (see Minutes 93/17-96/17 below) were considered separately for decision.*

### **93/17 Dog Fouling on Football Field**

The Clerk reported that the dog warden had again been notified of the ongoing problem of fouling at the football field. The provision of additional signs, which could be provided by the Council as landowner, to encourage responsible use of the field by dog owners, was discussed.

**Resolved:** That the quotation from Omniprint, Skipton, for two aluminium signs costing £42 each, to be installed at the football field, be approved, and that the Clerk be authorised to place the order and make arrangements to take delivery of the signs accordingly.

### **94/17 Multi Use Games Area**

The Clerk reported that, following the transfer of responsibility of the MUGA to the Council, new notices had been prepared for display on the MUGA noticeboards, and arrangements had been set up for regular inspections of the facility and for management of the light token system. However, acting on the advice of staff in the pharmacy, the first aid box, from which the contents had been stolen, had been removed from the wall of the medical centre and placed into storage.

It was noted that the games equipment, which had also been transferred to the Council's ownership, was currently in storage in the Pavilion. It was noted that an approach had been made to the Council for permission to use it by an organised tennis group, who had booked the use of the MUGA for a group session, and it was suggested that, subject to payment by the group for his time to do this, the Lengthsman could provide access to the Pavilion for them during the session. Use of the MUGA by organised groups was then discussed further.

**Resolved:** That groups booking to use the MUGA on an organised basis for sports tuition or recreational activities be required to provide, upon booking, a copy of their certificate of public liability insurance.

*Having declared a financial interest in the next item on the agenda, the Chairman withdrew from the meeting.*

### **95/17 Election of Chairman**

In the absence of both the Chairman and the Vice-Chairman, it was

**Resolved:** That Cllr Tennant be and he is hereby elected Chairman of the Meeting for the duration of the following item of business.

### **96/17 Pavilion Extension**

It was proposed that, given the anticipated delay as regards capital works requiring expenditure by the Council on the Old School in 2017/18, and in the light of reports from the Football Club of their urgent requirement for storage of outdoor equipment for mowing and line-painting, it was

**Resolved:** That arrangements be made with the contractor appointed at the meeting held on 12 April 2017 (Minute 73/17 refers) for the extension works to the Pavilion to be carried out at the earliest possible date, and that the Clerk be authorised to instruct the project architect accordingly.

*The Chairman rejoined the meeting and resumed the Chair.*

## **97/17 Delegation to Committees, Working Groups and Officers**

The delegation arrangements of the Council were reviewed.

**Resolved (1):** That the authorities currently delegated to the Clerk in respect of financial decisions, as set out in Financial Regulations, and in respect of decisions on planning matters, as detailed on the Council's website, be confirmed.

**Resolved (2):** That the Finance Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that the Chairman of the Council be re-appointed as chairman of the Committee, and that Cllrs Mawson, Jerome, Appleyard and Tennant be appointed as members of the Committee.

**Resolved (3):** That the Planning Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Mawson, Jerome, Tennant, Hindle, Flesher and Brady be re-appointed as members of the Committee, and that Cllrs Mawson and Brady be re-appointed as chairman and vice-chairman of the Committee respectively.

**Resolved (4):** That a Property and Maintenance Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Hindle, Tennant, Smith, Flesher, and Brady be appointed as members of the Committee, and that Cllrs Tennant and Brady be appointed as chairman and vice-chairman of the Committee respectively.

**Resolved (5):** That the Neighbourhood Plan Forum be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website, that three councillors, from amongst whom the chairman of each meeting of the Forum be drawn from time to time, be appointed as members of the Forum, these being, for the time being, Cllrs Naylor, Tennant and Appleyard.

**Resolved (6):** That an Old School working group be appointed as a working group of the Council until the date of the next annual meeting with terms of reference as set out in the attached Appendix 1, and that Cllrs Mawson, Flesher, Brady and Smith be appointed as members, with Cllr Mawson being appointed as the chairman of the working group.

It was further **Resolved (7)** That additional ad hoc working groups of the Council be appointed in order to investigate and take forward specific projects from time to time, on an informal basis, with members being appointed to them as follows:

Xmas Lights: Cllrs Tennant and Brady

## **98/17 Member Representation on External Bodies**

**Resolved (1):** That members be appointed to serve on external bodies as representatives of the Council until the date of the next annual meeting as follows:

Addingham Environment Group: Cllr Batley

Addingham United Charities: Cllrs Mawson and Hindle

Addingham Community Library: the Chairman and Cllr Naylor

**Resolved (2):** That Cllr Naylor be appointed as a member representative to attend meetings of Bradford Council and Local Council Liaison Group whenever possible from time to time.

## **99/17 Policies and Procedures of the Council**

The Council's policies and procedural documents, as available on the website, were reviewed and noted.

The Clerk proposed the adoption of a revised risk management policy, to take account of the risks associated with the Old School Capital Project.

**Resolved:** That a revised Risk Management Policy, in the form set out as Appendix 2 to these Minutes, be adopted with immediate effect.

## **100/17 Finance Committee**

The draft minutes of the meeting of the Finance Committee held on 12 April 2017 were received and noted.

## **101/17 Neighbourhood Plan Forum**

The Notes of the meeting of the Forum held on 24 April 2017 were received and noted.

**Resolved:** That the draft Addingham Site Assessment Methodology, as drawn up by the Neighbourhood Plan Forum, be approved in principle, as the basis for the Forum's work on site assessments in the village.

It was noted that the document, subject to any minor amendments to be agreed by the Forum at its next meeting, was to be copied to BMDC and published on the website.

The Clerk reported that Locality grant funding of £3000, as budgeted, had been received for work on the Plan to end September 2017, and application had been made for technical assistance for the preparation of the Strategic Environment Assessment and Environmental Impact Assessment.

*Having declared a financial interest in item (1) of the next item on the agenda, the Chairman withdrew from the meeting.*

## **102/17 Election of Chairman**

In the absence of both the Chairman and the Vice-Chairman, it was

**Resolved:** That Cllr Brady be and she is hereby elected Chairman of the Meeting for the duration of the following item of business.

## **103/17 Planning Applications**

Planning Applications were considered as follows:

| <b>Planning Ref.</b> | <b>Site Location</b>  | <b>Brief description of proposal</b>                  |
|----------------------|-----------------------|---|
| 1 17/02484/FUL       | 46 Moor Lane          | Demolition of garage and construction of new dwelling |
| 2 17/02642/CLL       | Moorview, Small Banks | Installation of insulation                            |

**Resolved:** That comments be made to object to the proposed development at 46 Moor Lane (Application ref. 17/02484/FUL) principally on the grounds of inappropriate over-development of the site, and that the Clerk be authorised to notify the planning authority accordingly.

No other comments were to be made to the planning authority.

*The Chairman rejoined the meeting and resumed the Chair.*

## **104/17 Property & Maintenance**

The updated schedules of outstanding maintenance issues were received and noted. The Clerk was asked to follow up outstanding issues concerning the field at Marchup Beck, where fencing to contain livestock was required, and soil tipping at High Mill, which had not yet been removed.

Further issues were reported and considered as follows:

- 1) Stone wall at entrance to recreation area on Silsden Rd – in need of repair; BMDC to be notified.
- 2) Verges on Skipton Rd – overgrown onto roadside; BMDC to be notified.
- 3) Pavilion – the condition of the part used by the Football Club had been inspected, and the Council were advised to ensure improvements were put in place for health and safety reasons, and to comply with their obligations as landlord of the premises. It was reported that the Football Club had agreed to organise internal maintenance works to restore the flooring and skirting boards.

**Resolved:** That the Football Club be requested to carry out a thorough clean of the premises at the Pavilion, and, as necessary, organise the replacement of shower heads; further, following this, to organise a full inspection of the premises in order to present the Council with a copy of the inspector's certificate of compliance with health and safety requirements.

The Club was to be advised to place the shower facilities out of bounds until such time as such a certificate had been provided.

## **105/17 Lease to Football Club of part of the Pavilion**

The Chairman reported that discussions had now been held with the Football Club as regards their request for a lease on part of the Pavilion.

**Resolved:** That, subject to the successful return of the premises to a clean and appropriate condition, as required by the Council (Minute 104/17 refers), a lease of 99 years at peppercorn rent be granted to the Football Club on part of the Pavilion, Stockinger Lane, and the Clerk be authorised to instruct solicitors accordingly.

## **106/17 Annual Awards**

The Clerk introduced proposals for a Community Awards Scheme. It was agreed that a scheme to provide annual awards would be re-established, with winners nominated and selected by the Council and awards presented at the Annual Parish Meeting each year.

**Resolved:** That a Community Awards Scheme be set up and publicised on the website, with annual awards being made by the Council to local residents in recognition of exceptional community service.

## **107/17 Correspondence**

Correspondence received during the month, including further information from Bradford on flooding matters, and a further letter from the Addingham Sports Academy (considered for decision under item 26 – Minute 115/17 refers), was noted.

## **108/17 Annual Return and Accounts 2016/17**

The Clerk presented the Income and Expenditure Statement 2016/17, an unaudited draft of which had been considered by the Finance Committee at its meeting on 30 March 2016

The report of the Internal Auditor was noted. It was noted that he had no matters to raise with the Council,

following his annual audit of the Council's financial records and procedures; that, in his view, the records and systems of internal control were adequate and effective; and that accounting information shown in the Annual Return had been correctly stated. Taking these assurances into account, it was

**Resolved (1):** That the Annual Governance Statement in the Annual Return 2016/17 be approved for signature by the Chairman and Clerk.

**Resolved (2):** That the financial statements, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

**Resolved (3):** That the Annual Return be submitted to external auditors, Littlejohn LLP.

### **109/17 Register of Assets**

The Clerk presented a register of the Council's asset holdings, and this was reviewed and noted.

### **110/17 Other 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 to 28 April 2017**

The bank reconciliation to 28 April 2017 was noted and initialled by the Chairman and Cllr Tennant.

### **111/17 Chairman's Remarks**

The Chairman noted that the Tour de Yorkshire had been a very successful event, but that further support for additional facilities to accommodate the number of spectators would be requested from BMDC if the event were to be repeated in future years.

### **112/17 Meeting Schedule 2017/18**

The Schedule of meeting dates 2017/18 was confirmed, as amended.

### **113/17 Date of Next Meeting**

The next Meeting of the Council would be held on Tuesday 20 June 2017 at 7:00pm in the Memorial Hall.

### **114/17 Exclusion of Press and Public**

**Resolved:** That the press and public be excluded from the meeting for the consideration of the next item on the agenda (Minute 115/17 below) on the grounds that it relates to confidential and sensitive personal matters.

### **115/17 Community Matters**

A number of issues concerning relations with the Addingham Sports Academy and associated matters were discussed.

**Resolved (1):** That, on the advice of BMDC solicitors, a letter replying to the Academy be sent in the form as drafted and circulated to members, and that the Clerk be authorised to carry out further research into matters identified.

**Resolved (2):** That further investigations be carried out in relation to advice received, and that the Clerk be authorised to commit expenditure, as quoted, of £750, for the purpose of commissioning further specialist advice as necessary.

Meeting closed at 9.50pm.

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Chairman