

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON TUESDAY 20 JUNE 2017 AT 7:00PM

Present

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

Absent

Cllr Tennant

In Attendance

Parish Clerk – J Markham
Ward Officer Livesley
Public – 6

116/17 Apologies for Absence

Received from Cllr Tennant; absence approved.

117/17 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 items 5 and 18 - Old School Project (as Trustees of Community Library)
Cllr Hindle – Agenda items 5 and 18 - Old School Project (connected person's interest in Community Library)
Cllrs Jerome and Brady – Agenda item 6(3) - Memorial Hall planning application (as Trustees of Memorial Hall)

Disclosable Pecuniary Interest:

Cllr Coates – Agenda item 4(1) - Pavilion (connected person's financial interest)

Dispensation requests received:

None

118/17 Public Consultation and Question Time, including Police Matters

Ward Officer Livesley gave an update on incidents of crime in the area over the preceding month. There had been two incidents of theft of garden ornaments, and two incidents of theft of tools from vehicles. Anti-social activity at the bowling green seemed to have declined, but a member of public present at the meeting reported on an incident of anti-social behaviour at High Mill. The public were advised to report any concerns direct to the Police on 101.

It was noted that members of the public had continued to raise concerns as regards the new street lighting columns, and Cllr Naylor provided an update on BMDC's plans for the scheme and undertook to report back on the timescale for completion of the work, and to confirm the situation as regards the power supply via the existing lighting columns for the Christmas lights.

A member of the public had commented on the removal of the BT telephone kiosk on the Green. The Clerk was asked to contact BT to ascertain their attentions for the remaining kiosks in the village.

119/17 Minutes of the Meeting held on 10 May 2017, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 10 May 2017, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

MUGA – group users were to be asked for copies of their insurance certificates and notices had been amended to this effect.

Annual Return – the completed Annual Return had been submitted for external audit and the notices for rights of public inspection were currently displayed.

Wharfedale Greenway – the Clerk reported on a recent meeting held by the Wharfedale Greenway Steering Group at which options for the feasibility study had been considered.

Marchup Beck – the owner of the field opposite the Nature Reserve had again been requested to enclose his livestock. No reply had been received. This would be reported to BMDC's footpath officer.

High Mill – the issue of tipping down the river bank continued to be followed up with the Environment Agency.

The remaining Matter Arising, as listed on the Agenda (see Minute 120/17 below) was considered separately for decision.

Having declared a financial interest in the next item on the agenda, the Chairman withdrew from the meeting and the Vice-Chairman took the Chair.

120/17 Football Club and Pavilion

The Clerk gave an update on progress on a number of matters concerning the Pavilion and amenity field. The Football Club had been notified that, as requested, they could proceed to clean the Pavilion themselves and then provide a certificate to show that health and safety requirements had been met. A draft lease for the part of the building used by the Club, excluding the third changing room (currently used for storage of MUGA equipment), was being drawn up by solicitors. It was noted that dog fouling signs had now been put up at the football field and beside the path down to the medical centre, and the comment was made that it could help to encourage responsible use of the amenity field by dog owners, if goalposts were left in place during the week as a permanent indication of the regular use of the space as a playing field.

The Clerk had offered to help the Club arrange for drainage of the field, and quotations for the work were being sought.

A start date of 3 July for works to extend the building had been proposed by contractors, and the Council had been asked to confirm final requirements.

Resolved: That instructions be confirmed to Moors Developments, building contractors for the Pavilion extension, that works begin on 3 July on the basis of approved plans.

The Football Club would be notified accordingly.

The Chairman rejoined the meeting and resumed the Chair.

121/17 Old School Capital Project and Library Accommodation

It was reported that further technical advice was still awaited. The Clerk reported that, in the meantime, the project manager had issued letters extending the contract with the builders. With the permission of the Chairman, the project architect addressed the meeting to outline the Council's contractual responsibilities following suspension of the building works. His report was noted.

It was reported that paperwork was to be finalised with BMDC to access funding support towards the costs of the temporary Library accommodation.

122/17 Planning Applications

Planning Applications were considered as follows:

- | | | | |
|-----|--------------|-------------------------|--|
| 1) | 17/02840/FUL | 127 Main St | Conversion of floor above butcher's shop to flat |
| 2) | 17/02862/FUL | 46 Main St | Demolition of garage and construction of new dwelling |
| | 17/03354/LBC | | |
| 3) | 17/03061/FUL | Memorial Hall | Change of use of part of Hall from community hall to a window showroom |
| 4) | 17/02874/FUL | Lower Turner Lane Farm | Formation of horse menage from existing outbuildings |
| 5) | 1703222/HOU | Southfield Farm | Demolition of sheds and construction of new garage |
| 6) | 17/03225/CLP | 56 Moor Lane | Construction of single storey rear extension and porch to front |
| 7) | 17/03245/HOU | 9 Bark Lane | First floor side extension and internal alterations |
| 8) | 17/03289/FUL | Land South of Moor Lane | Revision to plot 5 house type (approved application 16/01327/FUL refers) |
| 9) | 17/03301/HOU | 19 North St | First floor side extension |
| 10) | 17/03290/FUL | Primary School | 3m high perimeter fence |
| 11) | 17/03340/HOU | 4 Hillside Close | Rear and side extensions |

Resolved (1): That comments be made to object to the proposed development at 46 Main St (Application ref. 17/02862/FUL) on the grounds of inappropriate over-development of the site, and that the Clerk be authorised to notify the planning authority accordingly.

Resolved (2): That comments be made to support the application for change of use of part of the Memorial Hall (Application ref. 17/03061/FUL) on the grounds that commercial use of part of the site was necessary to secure the viability of the community building, and that the Clerk be authorised to notify the planning authority accordingly.

Resolved (3): That comments be made broadly in support of proposed plans to install fencing at the primary school (Application ref. 17/03290/FUL) but with proposed modifications concerning the height and possible screening of the structure, and that the Clerk be authorised to notify the planning authority accordingly.

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

123/17 Neighbourhood Plan Forum

The notes of the meetings of the Neighbourhood Plan Forum held on 15 May and 19 June, presented by Cllr Naylor, were received, and the recommendation of the Forum was considered.

Resolved: That expenditure of £125, if required, for advertising expenditure to publicise the Neighbourhood Plan Call for Sites, be approved.

It was noted that the Forum had requested assistance from the Parish Council for the drawing up of a list of local landowners to be approached as part of the Call for Sites process, and the Vice-Chairman and Cllr Flesher agreed to discuss this further and provide a list to the Clerk.

124/17 Property & Maintenance

The updated schedules of outstanding maintenance issues were received and noted. At the request of the Lengthsman, concerns regarding the broken fencing at the old first school site would be reported again. Further issues were reported and considered as follows:

- (1) Road sweeping – BMDC would be requested to confirm arrangements as regards the provision of machine street sweeping services in Addingham.
- (2) Silsden Rd Recreation Ground -tree works – an inspection of a damaged tree had been carried out on 20 June.

Resolved: That expenditure on tree works at the Silsden Rd recreation ground, as advised by the arborist, be approved, and that, once a quotation for the costs had been received, the Clerk, in consultation with the Chairman, be authorised to place an order for the works and make any other arrangements with the arborist as and when required.

125/17 Play Area by Medical Centre – Improvement Works

The Chairman noted that works to the MUGA and to install new seating equipment had now been carried out using s.106 monies. Funds remaining were to be used to re-landscape the area at the bottom of the path below the MUGA. After discussion, it was agreed that the bike rack, currently in the medical centre car park, should be relocated either to the play area, or to the Pavilion, and, until such time as the improvement works were completed, Cllr Flesher agreed to remove and store it.

The Lengthsman confirmed that preliminary work to prepare the MUGA for resurfacing had been carried out. To help ensure future protection of the new surface, it was

Resolved: That a new aluminium sign to prohibit bikes, skateboards and dogs on the MUGA be commissioned from OmniServices, and that the Clerk be authorised to place an order and commit expenditure of up to £60 accordingly.

126/17 MUGA Lights

The Clerk reported that advice had now been received from HMRC to the effect that the sale of light tokens for operation of the MUGA lights would be regarded as a business activity, and that, therefore, continuing to run the system as at present would have implications for the Council's VAT status. A number of alternative systems, including offering tokens to users free of charge, had been considered. After discussion, it was suggested that the Memorial Hall, as a charity, could take over the operation of the system, and this would be looked into further.

127/17 Forthcoming events

The Chairman reported on proposed arrangements for the Christmas Lights Switch-on event. Totally Locally had proposed that the event be held on 25 November, and had requested funding support of £750. The Clerk also advised that funding would be required for the Lengthsman's costs of assisting with road signage, and this was acknowledged. Cllr Hindle proposed the acquisition of a new set of flags (the Council's existing set being currently inaccessible in storage following the closure of the Old School), and offered to organise this.

Resolved (1): That a donation of £750 be provided to Totally Locally for the purpose of supporting the costs of the Christmas market to be held on 25 November 2017.

Resolved (2): That the Lengthsman be requested to assist with road signage, as necessary, for both the Christmas Lights Switch-on event 2017 and Remembrance Sunday, and to assist also with marshalling duties at the Christmas event, and that payment be made to him accordingly at his normal hourly rate.

Resolved (3): That the Clerk be authorised to commit expenditure on arrangements for the Christmas event 2017 and Remembrance Sunday 2017, including the hire of a sound system for Remembrance Sunday, the ordering of a wreath and the booking of a brass band to play at the Christmas event.

Resolved (4): That the Chairman attend Remembrance Sunday to lay a wreath on behalf of the Council, and that the Clerk be authorised to respond to BMDC's invitation accordingly.

Resolved (5): That a new set of flags be ordered for display by the Council in commemoration of key national dates, and that expenditure of up to £60 be authorised for reimbursement, as necessary, to Cllr Hindle.

The Clerk was asked to liaise with the Rector to make arrangements for both events, and to organise road closures as necessary.

Possible contacts for performing the lights switch-on would be discussed further, but as a first step, Cllr Jerome offered to check the availability of a local celebrity and report back to the next meeting.

128/17 Lease on (part of) Pavilion to Addingham Scouts Group

The Clerk presented the final version of the lease for use of part of the Pavilion by the Scouts, as now approved by all parties.

Resolved: That a lease on part of the Football and Scout Pavilion between the Parish Council and the Scout Association Trust Corporation, holding title as custodian trustee on behalf of Addingham Scout Group, be approved, and that the document be executed by the Chairman and Vice-Chairman on behalf of the Council.

129/17 Consultations and Correspondence

Correspondence received during the month, including notice of the public consultation period for Burley-in-Wharfedale's Neighbourhood Plan, was noted.

Email correspondence from YLCA/NALC advising of forthcoming changes in Data Protection regulations was noted.

130/17 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 - 6 June 2017

The bank reconciliation to 6 June 2017, was noted and initialled by the Chairman and Vice-Chairman.

131/17 Chairman's Remarks and Members' Discussion Forum

The Chairman introduced a discussion of plans for the installation of the memorial to Cllr Campbell at the Medical Centre in time for the unveiling, due to take place on 8 July at 11am. The Clerk was asked to write to BMDC Magistrates to notify them of the date, to invite Dr Suleman and medical centre staff to the event, and to publicise it by means of posters on the village noticeboards.

Cllr Hindle reported that the blue plaque for High Mill was due to be unveiled on 19 August at 10.30am and arrangements were agreed by Cllrs Hindle, Mawson and Flesher for the provision of a suitable stone mount.

Item proposed for discussion at the next meeting: use of site adjacent to entrance to St Peter's Church

132/17 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 19 July 2017 at 7:00pm, in the Memorial Hall.

133/17 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 83/17 below) on the grounds that it relates to confidential contractual and personnel matters.

134/17 Old School Project

Contractual and personnel issues consequent upon the temporary closure of the Old School were considered and the Clerk was authorised to send a letter, as advised by solicitors, to Pearce Bottomley, Architects. The contents of a letter possibly to be sent to a connected village resident were also discussed.

Meeting closed at 10.05pm.

Chairman