

ADDINGHAM PARISH COUNCIL

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

Present

Cllrs: Appleyard (from Minute 177/17), Batley, Brady, Coates (Chairman), Flesher, Hindle, Smith and Tennant.

Absent

Cllrs Jerome, Mawson and Naylor

In Attendance

Parish Clerk – J Markham

PCSO Jon Turnbull

Public – 6

166/17 Apologies for Absence

Received from Cllrs Jerome, Mawson and Naylor; absences approved.

167/17 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, 10 and 18 - Old School Project (connected person's interest in Community Library) and wildflower project at High Mill Close (as Trustee of Addingham United Charity)

Cllr Tennant – Agenda item 9 – allotments (connected person's interest)

Disclosable Pecuniary Interest:

Cllr Flesher – Agenda item 14(A) – payment of invoice for grass cutting

Cllr Coates – Agenda items 6(1) – planning application (connected person's financial interest)

Dispensation requests received:

None

168/17 Public Consultation and Question Time, including Police Matters

The Chairman welcomed PCSO Turnbull to the meeting. He reported that Ward Officer Irving had taken over from Ward Officer Livesley, and gave an update on incidents of crime in the area over the preceding month. These included an attempted burglary at the golf club, a vehicle theft and an incident of criminal damage. In response to a query, PCSO Turnbull agreed to provide an update on police action as regards the shooting of ducks in the village.

169/17 Minutes of the Meetings held on 19 July 2017 and 6 September 2017, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meetings held on 19 July 2017 and on 6 September, having been taken as read, be approved and signed as a true and correct record in each case by the Chairman.

Matters Arising:

Silsden Rd Tree Works – the works had been carried out.

Trees growing into beck – responsibility for clearance of the drainage system was being investigated as part of the Environment Group's Becks Project.

Asbestos removal – works had now been completed to remove all asbestos from allotment sheds and fencing.

MUGA lights – a token system for the lights was now being operated by the Memorial Hall trustees.

Forthcoming Events – road closure forms had been completed. The electrician had inspected connections on the new street lighting columns, and would be carrying out work to re-wire them as necessary.

Reimbursement for the cost of this work would be requested from BMDC. Councillors were requested to contribute ideas for a celebrity to perform the switching on of the lights this year. Cllr Tennant agreed to contact the Air Cadets to confirm availability of a band for Remembrance Sunday.

The remaining Matters Arising, as listed on the Agenda (see Minutes 170/17- 172/17 below) were considered separately for decision.

170/17 Pavilion – Toilet Block and Storage Room

It was reported that the new extension to the Pavilion was almost complete and it was expected that the Council would recover possession of the site shortly. It was agreed that Cllrs Mawson, Hindle and Flesher would start

work on the internal decorations as soon as possible.

171/17 Village Newsletter

Feedback on the second edition of the Village Newsletter, jointly produced with the Civic Society, was discussed. It was agreed that, although the publication has been well-received, the editorial team would need to put systems in place for the tighter control of content for future editions in order to ensure a consistent size for the booklet. It was also suggested that advertising from organisations based outside of the village but servicing village residents could be accepted, perhaps with a differential fee rate.

Resolved: That the continued production of a Village Newsletter, in conjunction with the Civic Society, be approved, on the current basis of two editions per year, paid for (net of advertising costs) by the Council, and with sale of advertising space and distribution networks organised by the Civic Society.

172/17 Cricket Club

Further to the Council's decision to invite the Cricket Club to make part repayment of funding provided to them in 2016 (Minute 150/17(C) refers), a revised proposal from the Club as regards an alternative use of the funds for provision of a new waste bin on the Hoffman Wood field was received. Although the concerns of the Club with littering on the field were noted, the provision of a waste bin was not considered necessary, and the Clerk was asked to follow up repayment of the funding, as previously agreed.

173/17 Old School Capital Project and Library Accommodation

The Chairman reported that plans were now being made to progress the project at the earliest opportunity and further details would be publicised shortly.

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

174/17 Election of Chairman

In the absence of the Chairman and Vice-Chairman of the Council, 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.

175/17 Planning Applications

Planning Applications were considered as follows:

- 1) 17/05157/HOU 1 Southfield Ter Construction of new single storey extension
- 2) 17/04088/HOU 10 Chapel St Rear extension

No comments were to be made to the planning authority.

The Chairman rejoined the meeting and resumed the Chair.

176/17 Neighbourhood Plan Forum

Cllr Tennant gave an update on the work of the Neighbourhood Plan Forum, and the Green Spaces Survey report was noted. The next meeting was to be held on 25 September.

177/17 Property & Maintenance

The updated schedules of outstanding maintenance issues were received, and, following an inspection of the village carried out by councilors during the summer, it was noted that a number of issues had now been satisfactorily resolved, and would be removed from the schedules. It was noted that a further inspection of hedgerow growth around the village was to be carried out by the Chairman and Cllr Smith. The Clerk was asked to request a copy of the grit bin filling schedules from BMDC.

Having declared a personal interest in the next item on the agenda, Cllr Tennant participated in the first part of the discussion, but then withdrew from participation and did not vote on the matter under consideration for decision, when he additionally declared a pecuniary interest (connected person's interest as allotment plot holder).

178/17 Allotments

The Chairman introduced a discussion on options for the longer-term management of the Allotments, and Cllr Tennant offered to continue in the role of Allotment Manager on behalf of the Council. He reported on current availability of plots and on the status of the waiting list. Enquiries were being followed up, with a view to effecting change-over of plot rentals, as necessary, at the start of the next rental period from January 2018.

The Clerk then introduced a review of the annual rents.

Resolved: That, with effect from the 2019 rental period, rental charges be increased to £30 for a full plot and £15 for a half plot, and that the Clerk be authorised to give notice to plot holders accordingly.

179/17 Wildflowers and Becks Projects

A paper submitted by the Civic Society's Environment Group was received and noted. After discussion, and in light of further comments contributed at the meeting by a local resident, it was agreed to continue supporting the Environment Group's plans to develop further proposals for enhancing the village green spaces. It was noted that the Group planned to apply for grant funding to take the wildflower project forward. As member of the Council and also Trustee of the Addingham United Charity, however, Cllr Hindle reported that the High Mill field was not to be included in the project as the Council would continue to maintain the field.

Work by the Group on the 4Becks Project, with input from BMDC and the Environment Agency, was noted. Cllr Brady noted that the work of the becks "stewards" could be incorporated within the developing Emergency Plan.

180/17 Parsons Lane

The Chairman introduced proposals concerning the site at Parsons Lane, owned by the Council. It was noted that the site was included in the planning authority's SHLAA.

Resolved: That initial investigations into a valuation of the Parsons Lane field as a potential site for housing development be approved.

181/17 MUGA – Deed of Surrender of Lease

The Clerk reported that the documentation for surrender of the lease on the MUGA to the Civic Society had now been drawn up.

Resolved: That the deed for surrender of the lease on the Multi-Use Games Area made on 15 December 2015 between the Council and the Civic Society be approved, and that the Chairman and Vice-Chairman be authorised to execute the documentation on behalf of the Council.

182/17 Scout Hut/Pavilion/Amenity Field

The Clerk reported on a number of outstanding matters concerning the Scout Hut/Pavilion and amenity field. It was noted that a draft lease was being drawn up for the part of the Pavilion used by the Football Club, and that, once the contractors finalising work on the extension had cleared the site, a health and safety inspection of the building would be carried out internally to ensure compliance with requirements. A response from the Football Club was awaited as regards reports previously commissioned by them into drainage improvements for the amenity field. It was confirmed that, if the original reports could not be produced, the Football Club should be requested to commission new reports to inform the next stage of this project.

A further report on the terms of the tenancies for the building, including a report on the maintenance responsibilities of the Council for the shared portions of the building and services, was noted.

Resolved (1): That emergency call-out arrangements for the handling of maintenance issues arising in relation to the shared areas of the Pavilion be approved, with the Village Lengthsman undertaking to respond as necessary, but on the basis that, if the issues were then discovered to have arisen as a result of the actions or inactions of the tenants or their sub-lessors, a call-out charge would be made, and the Clerk was authorised to advise the tenants accordingly.

Resolved (2): That retrospective permission be granted to the Scouts for the sub-letting of their portion of the Pavilion for use by children's holiday sports club during the summer period July-August 2017.

The terms of the leases as regards tenant contributions towards the costs of business rates, and of insuring and servicing the Pavilion were reviewed, and a report would be made to the next meeting.

183/17 Consultations and Correspondence

Correspondence received during the month was noted. A letter from the Garden Friends, thanking the Council for their recent donation, was noted, and it was agreed to reply to thank them again for their work on the village gardens.

It was noted that Netflix had contacted the Clerk again to request permission to park on the Recreation Ground from 23-26 October; a further donation had been offered.

Proposals for changing road markings to improve safety on Bolton Rd were welcomed.

184/17 Financial Matters

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

A. Invoices for payment

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

Cllr Flesher rejoined the meeting

B. Bank Reconciliation - August 2017

The Monitoring Statement to 4 September 2017 was received and noted.

185/17 Chairman's Remarks and Members' Discussion Forum

The Chairman reported that, in response to concerns raised by residents, the stones at the village entrances had been cleaned to improve legibility of the lettering. Cllr Hindle was thanked for carrying out this work. Progress was being made on the Emergency Plan, with a recent meeting having been held with Chris Slaven from BMDC.

It was reported that the details on the sundial memorial to Gordon Campbell were incorrect, and that the family had requested a replacement.

Resolved (1): That expenditure of £150 for the purchase of a replacement sundial be approved, for payment to the family of Gordon Campbell on presentation of a receipted invoice.

The Chairman then reported on a discussion at the recent police surgery held on 30 August on setting up cold calling zones in the village. Details would be included in the next edition of the newsletter, and villagers' views invited during the next phase of consultation on the Neighbourhood Plan.

In relation to a further matter raised at the surgery, it was noted that issues of disabled access to footpaths was being looked into by Ward Representative Cllr Mallinson. This was welcomed.

The Chairman noted that she was not available to attend the Remembrance Sunday event this year.

Resolved (2): That Cllr Flesher be authorised to represent the Council at Remembrance Sunday on 12 November 2017 and to lay the wreath on the Memorial on behalf of the Council.

186/17 Date of Next Meetings

The next Meeting of the Council would be held on Wednesday 18 October 2017 at 7:00pm, in the Memorial Hall. The Clerk reported that, with effect from November, the Memorial Hall would no longer be available on Wednesday evenings. It was agreed that future meetings would be convened on a Thursday instead, until further notice.

187/17 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 188/17 below) on the grounds that it relates to confidential contractual matters.

188/17 Old School Project

The current situation as regards legal issues and procedural advice relating to the Old School capital project was noted, and proposals put forward by three firms of specialist architects were considered.

Resolved (1): That Richard Crooks Partnership be appointed to work on the Old School capital project, and that the Clerk be authorised to agree arrangements with the firm in line with proposals submitted.

Resolved (2): That Capstone Consulting Engineers be appointed to work on the Old School capital project, and that the Clerk be authorised to agree arrangements with the firm in line with proposals previously submitted.

Resolved (3): That the Old School Working Group be authorised to liaise with the appointed specialists in carrying out the next stages of development of the project, reporting back on progress to the Council on a monthly basis, and that Cllrs Tennant and Naylor be additionally appointed as members of the Group with immediate effect.

Resolved (4): That the Clerk be authorised to organise a meeting with Pearce Bottomley with a view to resolving outstanding contractual matters.

Meeting closed at 8.55pm.

Chairman