

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 18 OCTOBER 2017 AT 7:00PM

Present

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

Absent

Cllrs Flesher and Naylor

In Attendance

Parish Clerk – J Markham
PCSO Jon Turnbull
Public – 4

194/17 Apologies for Absence

Received from Cllrs Flesher and Naylor; absences approved.

195/17 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 5 - Old School Project (as Trustees of Community Library)
Cllr Hindle – Agenda items 5, 4(6) - Old School Project (connected person's interest in Community Library) and High Mill tipping (as Trustee of Addingham United Charity)
Cllr Tennant – Agenda item 4(3) – allotments (connected person's interest)
Cllrs Coates, Smith, Jerome and Mawson – Agenda item 10 – Hoffman Wood Field (as Trustees)

Disclosable Pecuniary Interests:

Cllr Coates – Agenda items 6 (2) and 12(A) – planning application, and payment of invoice to AGC (both, connected person's financial interest)
Cllr Hindle – Agenda item 12(A) - payment of invoice - reimbursement of costs (financial interest)
Cllr Tennant – Agenda item 4(3) (part) – allocation of vacant allotments (connected person's financial interest)

Dispensation requests received:

None

196/17 Public Consultation and Question Time, including Police Matters

The Chairman welcomed PCSO Turnbull to the meeting. He reported that the recent incident of shooting of ducks in the village was being followed up with the RSPCA. There had been one incident of crime in the area over the preceding month, which had involved the theft of a pair of trainers.

197/17 Minutes of the Meetings held on 20 September 2017 and 11 October 2017, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meetings held on 20 September 2017 and on 11 October 2017, having been taken as read, be approved and signed as a true and correct record in each case by the Chairman.

Matters Arising:

Winter gritting – copies of the schedules for filling grit bins had been requested.

Village newsletter – a planning meeting had been held with the Civic Society to start work on the next edition.

Drainage of amenity field – the Football Club had been asked to produce copies of their original reports on drainage specifications, but, if they were no longer available, would be invited to procure updated reports.

MUGA lease – the lease surrender had now been signed by all parties.

Pavilion – work continued on decorating and preparing the extension for opening to the public, and on preparing the end room in the Pavilion for storage of Council and Library materials whilst the Old School remained closed. Cllr Hindle presented a receipt to the Clerk for expenditure on decorating materials for the extension, carried out by members of the Council, as authorised at the meeting held on 20 September (Minute 170/17 refers).

The electrician had completed works to rewire the heating and alarm system for the end room, and had recommended the fitting of a radiator with a timer. It was agreed to re-use one of the radiators taken out of the Old School for this purpose. With the builders having now vacated the site, and the internal areas used by them having been reinstated, the Football Club had been asked to submit a certificate to show that the Pavilion (excluding the end room) had been properly cleaned as agreed at the meeting held on 20 June 2017 (Minute 120/17 refers).

Emergency call-out procedures for repairs and maintenance had been agreed with the Scouts and Football Club. Investigations continued into the cost of business rates on the building.

Sundial – the family of Gordon Campbell had now organised delivery of a replacement memorial, and the Clerk requested reimbursement of costs of £75, in line with expenditure authorised at the meeting held on 20 September.

The remaining Matters Arising, as listed on the Agenda (see Minutes 198/17- 202/17 below) were considered separately for decision as required.

198/17 Parsons Lane

The Clerk reported that quotations had been received for valuing the site for development purposes.

Resolved: That Windle, Beech and Winthrop be appointed to carry out a valuation of Parsons Lane for development purposes for a quoted cost of £450.

199/17 Scout Hut – Sub-letting of premises

A proposal from Addingham Scouts concerning the sub-letting of the scout hut to third parties was discussed and agreed in principle, and the Clerk was asked to invite the Scouts to draw up detailed guidelines and procedures for further consideration by the Council.

It was confirmed that, pursuant to clause 6.8 of the Lease between the Council and the Scouts, a contribution, of the order of 20%, of any rental income received by the tenant would be accepted, with funds so derived being put towards the costs of maintaining and insuring the premises.

200/17 Allotments

Cllr Tennant reported that audits of plots were being completed, with the aim of re-allocating any plots due to be vacated by the end of the year. It was proposed that signs be placed on the gates into the Stamp Hill allotments, to commemorate the previous allotment managers, and Cllr Tennant offered to investigate the costs of providing brass plaques for this purpose.

Having declared a financial interest in the next part of the discussion of this item on the agenda, Cllr Tennant withdrew from the meeting.

The proposed allocations of vacant plots were then discussed and approved.

Cllr Tennant rejoined the meeting.

201/17 Wildflower Project

A further paper from the Environment Group, setting out recommendations for work on the project, which needed to be started during the Autumn period, was received and noted. A lengthy discussion ensued, during which the recommendations were fully explored and the concerns of the Environment Group, as regards the optimum timing for planting, taken into account.

Resolved: That the Environment Group be requested to submit, at the earliest possible date, detailed drawn plans for each of the sites proposed for wildflower planting on the Hoffman Wood field, Memorial Hall field and Silsden Rd recreation ground, showing the extent and exact location of the planting proposed in each area.

The Environment Group would be advised that, in the meantime, no further work was to be carried out on any of the Council-owned land until such time as plans had been formally considered and approved at a future meeting.

The Chairman further reported that, as part of the 4Becks Project, the Environment Group was organising the maintenance of trees thought to be causing drainage issues in the village, and were working with BMDC and the Environment Agency to establish responsibilities for maintenance of the culvert under Main St.

202/17 Neighbourhood Plan

The Clerk reported that a final application for grant funding of £3000 had been made to Locality. It was reported that David Wilson Homes had requested a pre-application consultation with the Council. This was refused.

203/17 High Mill - Tipping

It was reported that the Environment Agency were enforcing the removal of the material tipped onto the river bank at High Mill, and had put forward recommendations for ongoing repair and maintenance of the bank. These were noted, and the responsibility for maintenance of the site would be looked into with Addingham United Charities.

204/17 Old School Capital Project and Library Accommodation

It was reported that the architect and engineer were now working on revised plans for the purpose of putting together applications for grant funding for the project. An initial design concept sketch was tabled and discussed. A further estimate of possible costs from the architect for developing the grant application was received, and a schedule of estimated costs from the structural engineer was received, as a framework for his involvement over the course of the project.

205/17 Planning Applications

Planning Applications were considered as follows:

- 1) 17/05487/HOU 2 St Christopher's Drive Construction of single storey side extension

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.

- 2) 17/05509/HOU Carloway Turner Lane Replace septic tank with Kingspan klargester

The Chairman rejoined the meeting and resumed the Chair.

- 3) 17/05435/HOU 17 The Acres Alterations and single storey rear extension
4) 17/05708/MAF Former garage site Residential development
5) 17/05814/HOU 4 Jonathan Garth Extensions

Resolved: That a consultation response objecting to the planning application for development of the Former Garage Site (Ref. 17/05708/MAF) be sent to the planning authority, on the grounds that the proposed development would lead to over-development of the site, that it was based on an inappropriate design, out of keeping with the remainder of the village built environment, and that it did not include sufficient car parking provision.

No other comments were to be made to the planning authority on any of the other applications.

206/17 Finance Committee

The Chairman reported on the meeting of the Finance Committee, held immediately prior to the Council meeting. On the recommendations of the Committee, it was

Resolved (1): That the Clerk be authorised to renew the insurances with the Council's current provider, on the basis of quotations and advice received from brokers, Came & Co.

Resolved (2): That Mr Andrew Bosmans be and he is hereby re-appointed as Internal Auditor to the Council, and that the Clerk be authorised to confirm his re-appointment accordingly.

207/17 Property & Maintenance

The updated schedules of outstanding maintenance issues were received, and the report of the Lengthsman was noted. It was noted that, following an inspection by the Chairman and Cllr Smith, BMDC were to follow up issues concerning overgrown hedgerows with property owners.

Further issues were reported and considered, and action agreed as follows:

- (1) Gate on Silsden Rd allotment site – to be repaired by Cllr Hindle - reimbursement of costs of any materials approved.
- (2) Cement at base of one of the Sugar Hill toilets – to be repaired by Cllr Hindle - reimbursement of costs of any materials approved.
- (3) MUGA noticeboard – to be inspected, and, if possible, repaired by Cllr Hindle – reimbursement of costs of any materials approved.
- (4) Fallen leaves – leaf fall causing problems on Skipton Rd to be followed up by the Lengthsman; a message to be placed on Addingham Quack to request householders to clear up leaves from their trees.
- (5) Street lights – the Clerk was asked to write to BMDC (copies to Ward Representatives), to press for the repair of all non-functioning street lights in the village, as previously reported on a case by case basis to BMDC.

208/17 Remembrance Sunday and Christmas Lights Switch-On

The Clerk reported on arrangements made to date in preparation for forthcoming village events. Members proposed that the switching-on of the Christmas lights be performed this year by a Father Christmas figure, and the Chairman offered to discuss this further with Totally Locally. Contact details for the Gala Queen would be passed to the Clerk. Cllrs Brady, Appleyard and Tennant offered to act as marshals at the event, and it was noted that Cllr Flesher would also be able to attend.

209/17 Hoffman Wood Field

The Clerk reported that, as part of the land registration exercise, the opportunity could be taken to review the purpose of the Hoffman Wood trust, and follow this up with the Charity Commission. It was suggested that, as a first step, further clarification of the trust's land ownership should be sought.

210/17 Consultations and Correspondence

Correspondence received during the month was noted. A card from Addingham primary school, thanking the Council for their work in the community, was noted.

An update from Ward Representative Cllr Rickard on traffic concerns notified to Highways was noted.

An email from the Garden Friends concerning overgrown trees in the copse on Main St was discussed and the Clerk was requested to follow this up with BMDC.

It was noted that further guidance on the new data protection requirements had been forwarded from NALC.

Resolved: That expenditure of £42.50 for installation of a pop-up Cookies Policy and Privacy Policy on the Council's website be approved.

Having declared a financial interest in the next item on the agenda, the Chairman withdrew from the meeting at the point at which a payment to a connected person was under consideration, and the Vice-Chairman took the Chair. After consideration of this payment on the payments schedule had been completed, the Chairman of the Council rejoined the meeting and resumed the Chair.

Having also declared a financial interest in the next item on the agenda, Cllr Hindle withdrew from the meeting at the point at which a payment to him (for reimbursement of costs for decorating materials) was under consideration and rejoined the meeting after consideration of this payment had been completed.

212/17 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including receipts for payment presented at the meeting and added to the list of accounts, be approved, and cheques signed as required.

B. Bank Reconciliation - September 2017

The Bank Reconciliation to 2 October 2017 was received and noted.

C. Monitoring Statement – second quarter 2017

The Monitoring Statement to 30 September 2017 was received and noted.

213/17 Chairman's Remarks and Members' Discussion Forum

The Chairman reported on progress being made on the Emergency Plan, and noted that the primary school's plan also involved use of the Memorial Hall. It was also noted that the Environment Group was proposing to help with work on emergency planning as part of the 4Becks Project. It was agreed that the objectives of the planning process in the village as a whole would be reviewed with BMDC by the Emergency Planning Working Group.

214/17 Date of Next Meeting

The next Meeting of the Council would be held on Thursday 23 November 2017 at 7:00pm, in the Memorial Hall.

215/17 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 216/17 below) on the grounds that it relates to confidential legal and personal matters.

216/17 Insurance Claim

Recent correspondence with Pearce Bottomley, Architects, and correspondence received from solicitors, together with related advice provided by the Council's insurers, were discussed and noted.

Resolved: That the Clerk be authorised to continue negotiations with Pearce Bottomley, Architects, with a view to resolving outstanding matters.

Meeting closed at 9.45pm.

Chairman