

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 21 MARCH 2018 AT 7:00PM

Present

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

Absent

Cllrs Brady and Jerome

In Attendance

Parish Clerk – J Markham

Ward Officer Irving (Minutes 38/18-40/18 only)

Public – 15 (Minutes 38/18-40/18), then 4 (to close of meeting)

38/18 Apologies for Absence

Received from Cllrs Brady and Jerome; absences approved.

39/18 Disclosures of Interest

Pursuant to the Council's Code of Conduct, Members were invited to disclose any interests and 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:

Cllr Hindle – Agenda items 5 - Old School Capital Project (connected person's interest in Community Library)

The Chairman and Cllr Naylor – Agenda item 5 – Old School Capital Project (as Library Trustees)

The Chairman and Cllrs Mawson and Smith – Agenda item 4(3) – Hoffman Wood Field (as Trustees)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

40/18 Public Consultation and Question Time, including Police Matters

At the invitation of the Chairman, Ward Officer reported on incidents of crime in the area during the preceding month, and introduced a flyer publicising details of the Prevent Strategy locally. He also outlined changes in the structure of neighbourhood policing in the area and noted that messages were being distributed, aimed at encouraging crime prevention.

Members of the public, present at the meeting, brought to the Council's attention an application submitted by the owners of the Olicana caravan park for a premises licence, and gave reasons for their objections to these proposals. This would be investigated further, and Cllr Naylor offered to follow up with BMDC officers, and to represent residents' concerns as appropriate.

A resident reported on a recent sledding accident near the MUGA, related to the present position of the picnic benches. This was noted for further discussion at Agenda item 11 (Minute 51/18 refers).

41/18 Minutes of the Meeting held on 21 February 2018, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 21 February 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Football Club lease – a further update from the Football Club was expected.

Defibrillators – it had been confirmed that grants were available for new machines. This was being followed up by Cllr Tennant with the First Responders.

Allotments – the Clerk reported that all rental payments for 2018 had now been received and agreements had been set up with new plot holders. Plots still remaining vacant (3 in total) were to be inspected to assess their suitability for letting to tenants.

Marshal training for road closure events – the Clerk reported that dates for a course due to be held in May had yet to be received.

Trees growing into becks – the Clerk reported that tree works, organised by the 4 Becks Group, had been completed, and Cllr Tennant noted that he would carry out a further review to ensure that drainage issues, initially raised by the Parish Council, had been satisfactorily dealt with.

The remaining Matters Arising, as listed on the Agenda (see Minutes 42/18- 44/18 below) were considered separately for decision as required.

42/18 Grit Bins

It was reported that 5 new bins had been placed at the agreed locations in time for the recent bursts of winter weather. Since then, comments on the siting of bins had been received, and it was agreed to arrange for the relocation of one of the bins near the primary school to a site on Chapel St by the Methodist Church.

43/18 Pavilion Extension

It was noted that the decoration of the new toilets had now been completed and they were ready to be opened to the public. The opening times for the toilets were discussed, and the Clerk was asked to liaise with the Bookings Clerk for her to arrange, as necessary, for them to remain open at times when group sessions were booked to use the MUGA.

Resolved: That the new toilets in the Pavilion extension be opened to the public with immediate effect, and that the Lengthsman, present at the meeting, be instructed accordingly.

44/18 William Hoffman Wood

It was noted that the response from BMDC as regards insurance cover for the charity's land had concluded with advice that the charity should hold a separate policy to cover public liability risks on its land.

Resolved: That a public liability insurance policy costing £218 be taken out on behalf of the William Hoffman Wood charity for the playground land owned by the charity behind the bowling green off Main St, and that the Clerk be authorised to organise arrangements with insurance brokers accordingly.

45/18 Old School Capital Project and Library Accommodation

The Clerk reported that discussions with 2 major potential funding bodies continued, and that a project plan for the Heritage Project was being completed as the next stage in applying for grant from the Heritage Lottery Fund. At the suggestion of Cllr Naylor, the Clerk was asked to investigate and start making applications to other funding bodies with a view to building up support from a number of different sources.

It was noted that a meeting, involving the Old School Working Group together with Library volunteers, was due to be held with the architect and engineer to review the Old School design plans on 10 April in Horsforth.

46/18 Planning Applications

Planning Applications were considered as follows:

- | | |
|----------------------------------|---|
| 1) 18/00683/HOU 9 Moor Pk Drive | Single storey side extension |
| 2) 18/00854/CLP 17 Southfield Rd | Rear dormer window extension |
| 3) 18/00927/HOU 7 Park Crescent | 2 storey rear extension in place of conservatories |
| 4) 18/00836/FUL 10 Bark Lane | New detached dwelling in place of existing dwelling |

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

With regard to a development at 1 Green Lane, the Clerk reported that the planning authority had requested removal of the unauthorised structure and were awaiting householder compliance.

47/18 Neighbourhood Planning

Cllr Tennant's report on the Consultation Open Event, held on 9th and 10th March, was noted. An analysis of comments was being prepared for consideration by the Forum at the next meeting on 25 April.

A statement of costs against the final tranche of Locality grant funding was received and noted.

The Chairman recorded the Council's thanks to all the volunteers for their hard work on the Plan and for arranging the event.

48/18 Property & Maintenance

- 1) The updated schedules of outstanding maintenance issues were received, and the report of the Lengthsman was received.
- 2) It was noted that urgent repairs had been required to mend a burst pipe at the Sugar Hill toilets, and action taken by the Clerk (in consultation with the Chairman) to authorise the repairs was ratified. The Clerk was asked to investigate the costs of replacing the pipework and report back with quotations for works required to a future meeting. It was noted that the light fittings were also in need of upgrading, and that the socket fitting near the toilets needed to be checked.

Resolved: That expenditure of £120.68, as quoted, be approved for the replacement of the Sugar Hill toilet light fittings with LED circular bulkhead fittings.

- 3) The Clerk was asked to report the broken solar panel lighting to the A65 crossing at the top of Moor Lane.
- 4) Comments as regards the repairs currently being carried out by BMDC contractors to the walling along Silsden Rd would be followed up by Cllr Naylor, as Ward Representative, and the Clerk was instructed to contact Bradford officers to request that the walling to the Council-owned land at the roundabout be replaced with a traditional dry stone wall to replace like-for-like the walling that had been removed.

49/18 Managed Payroll Service 2018/19

The Clerk reported that the annual subscription to BMDC's Managed Payroll Service was due for renewal.

Resolved: That subscription to the Managed Payroll Service 2018/19 be approved for an annual payment of £252, that the Chairman and Clerk be approved as authorised signatories for the service, and that the Clerk be authorised to complete the paperwork and make the payment to BMDC accordingly.

50/18 Data Protection

The Clerk reported that further guidance had been received from NALC as regards preparation for implementation of the EU GDPR directive into UK law in May 2018, and draft policy documentation, including a data audit schedule, was noted. SLCC's guidance on the requirements for appointing a Data Protection Officer was awaited, but in the meantime, a meeting was to be held with neighbouring parish councils to discuss possible reciprocal arrangements.

Resolved: That a place be booked for the Clerk to attend a YLCA training seminar on the GDPR to be held on 1 May, and that expenditure of £45 be authorised accordingly.

51/18 Consultations and Correspondence

Correspondence received during the month was noted; members had been invited to request copies of any items of routine correspondence, as listed on the correspondence schedule. Members' attention was drawn to the date of the next Police Surgery on 15 May, starting at 3pm at the primary school.

The concerns of a local resident, explained to the Council in the public session (Minute 40/18 refers), regarding the location of the new picnic benches near the MUGA were discussed. It was agreed that BMDC officers would be consulted as regards re-siting the benches to locations nearer the children's playparks.

52/18 Financial Matters

A. Invoices for payment

The Clerk reported on an additional item presented for payment, an invoice received from Airedale Fire Services (for inspection of fire equipment at the Pavilion).

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

B. Bank Reconciliation - February 2018

The Bank Reconciliation to 5 March 2018 was received and noted.

53/18 Chairman's Remarks and Members' Discussion Forum

The Chairman reported that work on the Emergency Plan continued, and a meeting was to be held with BMDC on 5 April.

Cllr Naylor reported that BMDC were considering the sale of land behind Sugar Hill, known as the First School site, and this was noted as relevant for the neighbourhood planning process.

At the invitation of the Chairman, Cllr Batley reported that a further plan for siting the Tdf stone at the Sugar Hill site, and for developing the area further with paving, a bike rack and water fountain, had now been passed to BMDC. A copy of the plan would be circulated outside the meeting.

The following item was suggested for inclusion on the agenda for the next meeting:

- Safeguarding policy

54/18 Schedule of Proposed Meeting Dates 2018-2019

The schedule of proposed meeting dates in 2018 and 2019 was received and noted.

55/18 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 18 April 2018 at 7:00pm, in Mount Hermon.

Meeting closed at 8.35pm.

Chairman