

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 1 AUGUST 2018 AT 7:00PM

Present

Cllrs: Appleyard, Batley, Coates (Chairman), Flesher, Hindle, Jerome, Mawson, Naylor (to Minute 133/18 only), Smith and Tennant.

Absent

Cllr Brady

In Attendance

Parish Clerk – J Markham
Ward Representative Cllr R Whitaker
Public – 13

124/18 Apologies for Absence

Received from Cllr Brady; absence approved.

125/18 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 item 5 - Old School Capital Project (connected person's interest in Community Library), Agenda item and Agenda item 11 (report on meeting of Addingham United Charities)

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

Cllr Smith – Agenda item 4(1) – Nature Reserve (connected person's interest)

Disclosable Pecuniary Interests:

Cllr Hindle – Agenda item 4(2) – quote for wall repair

Dispensation requests received:

None

126/18 Public Consultation and Question Time, including Police Matters

The Clerk read out the Police report on incidents of crime over the past month.

At the invitation of the Chairman, Ward Representative Cllr Whitaker reported on her discussions with Highways officers in following up issues of traffic safety in the village. It was noted that Highways officers had agreed to attend the September meeting of Council to provide a full report.

A member of the public present at the meeting raised a complaint which was referred to the Clerk to be handled under the Council's Complaints procedures.

127/18 Minutes of the Meetings held on 4 June 2018 and 20 June 2018, and Progress Report, for information only, on Matters Arising from the Minutes

Cllr Tennant noted that he wished to place on record the fact that, at the meeting held on 20 June, he had corrected an oral statement made at the meeting held on 4 June as regards the value of CIL monies potentially to be derived from any housing developments in the village, and had apologised to the meeting for this error.

Resolved (1): That an error of fact be corrected on the Minutes of the Meeting held on 4 June such that the number of members of the public present at the meeting be accurately recorded.

The Chairman amended the record and initialed the amendment in the Minute Book.

Resolved (2): That the Minutes of the Meeting held on 20 June 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Sugar Hill – a local plumber had inspected the toilets and advised that replacement of the pipework was not necessary at present.

Addingham Hub – a successful open event had been held to publicise plans for the new hub in the Old School. The Steering Group was now continuing to work with volunteers to develop the plans further.

Traffic issues – the Clerk noted that Highways were not proposing to take any action as regards visibility issues at the Wharfe Park junction. A further meeting, organised by the Civic Society, had been held with Highways to pursue the matter of dropped kerbs around the village.

Memorial bench at Sugar Hill – the bench was to be installed, as requested by a village resident.

The remaining Matters Arising, as listed on the Agenda (see Minute 128/18-131/18) were considered separately for decision as required.

128/18 Nature Reserve Signage

At the invitation of the Chairman, Cllr Smith reported on proposals to improve signage in the Nature Reserve. It was proposed to provide additional permissive path signs, which could also reinforce the existing signs discouraging dog fouling. Cllr Tennant noted that the Nature Reserve footpath would be included in the Property & Maintenance Committee's annual inspection of Council property, to ensure that its condition was appropriately maintained.

Resolved: That the Clerk be authorised to order two permissive footpath signs from a local supplier and to make arrangements for the signs to be installed at the entrances to the Nature Reserve.

Having declared a financial interest in item 4(2) on the agenda, Cllr Hindle withdrew from the meeting during consideration of this item.

129/18 Wall to Hoffman Wood Field

The Clerk reported that quotations had been received for repair of the damaged dry-stone wall to the road boundary of Hoffman Wood field, and details of the vehicle which had caused the damage had been provided by the police. The quotations were noted and the Clerk was asked, in the first instance, to continue following the matter up with the vehicle's insurers.

Cllr Hindle rejoined the meeting.

130/18 Cricket Club Lease

The Chairman reported that she had discussed the wording of the draft lease with the Cricket Club, and there were no issues outstanding; however, the Club's solicitor had yet to confirm this with the Council's solicitor.

Resolved: That, subject to receipt by the Council's solicitor of formal confirmation of agreement of terms by the Cricket Club's solicitor, and further to the decision taken at the meeting held on 20 June 2018 (Minute 116/18 Resolution (1) refers), the Clerk be authorised to instruct the Council's solicitor to finalise the lease with the Cricket Club including a provision to promote use of the premises for the use and enjoyment of Addingham residents.

131/18 Forthcoming events

It was noted that a course on traffic management had now been attended by the Lengthsman and Cllr Tennant. The Clerk reported that further clarification was being sought from Highways officers as regards the requirement for Chap.8 training for local traffic officers.

Arrangements for Remembrance Sunday had been confirmed with BMDC's Civic Affairs Unit.

Resolved: That a provisional order made for two wreaths for Remembrance Sunday 2018 be confirmed, and that Cllr Flesher be appointed to lay a wreath on behalf of the Parish Council at the service on 11 November.

132/18 Old School Capital Project and Library Accommodation

A member of the public raised a query concerning expenditure on the project to repair and re-open the Old School. Given the level of detail in the query, and the sensitivity of information requested, the Clerk advised that the question be submitted in writing for reply outside the meeting.

The Clerk then gave a brief update on progress and outlined proposals for taking the project forward in the light of negotiations to date with possible grant funding bodies. It was noted that the initial timescale set for completion of the project would need to be delayed to allow time for grant applications to be processed and decided. This was accepted, and the Clerk was asked to continue working with Library representatives to pursue all outstanding grant funding opportunities.

133/18 Planning Applications

Planning Applications were considered as follows:

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|-----|-----------------|-----------------------|---|
| 1) | 18/02421/CLP | Ivy Hse, Cocking Lane | Single storey rear extension |
| 2) | 18/02366/FUL | 6 Sugar Hill | Conversion of barn and garage for dwelling space |
| 3) | 18/02470/HOU | Highfield Hse | Alterations to outbuildings and refurbishments, inc hot tub |
| 4) | 18/02471/LBC | Highfield Hse | Refurbishments – LBC consent |
| 5) | 18/02183/CLL | 5 Green Lane | Refurbishments, inc roof and chimney works |
| 6) | 18/02301/HOU | 88 Moor Lane | Single storey rear extension |
| 7) | 18/02748/HOU | 78 Main St | Single storey rear extension |
| 8) | 18/02584/LBC | 28 Main St | Replacement windows |
| 9) | 18/00055/APPFL2 | Former garage site | Appeal letter |
| 10) | 18/03175/HOU | 1 Cross End Fold | Construction of extension for sun room |

Resolved: That a response be submitted to the planning authority as regards the development of the former garage site on Ilkley Rd (Ref. 18/00055/APPFL2) to repeat the objection made to the original proposal (Minute 2015/17 refers).

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

134/18 Addingham Neighbourhood Plan

The draft Notes of the meeting of the Forum held on 29 June were received and noted.

The Clerk noted that BMDC planning officers, in their written response to the informal consultation on the draft Neighbourhood Plan, had advised that evidence from a landscape survey would be helpful to support the Plan's policies. This would be investigated further.

135/18 Property & Maintenance

The draft Minutes of the meeting of the Property & Maintenance Committee held on 20 June were received and noted.

Cllr Tennant reported on an inspection of the village, carried out by members of the Committee on 26 June, to assess progress with all outstanding maintenance matters. The report of the Lengthsman was also received and discussed, and matters were agreed as follows:

- the picnic bench near the MUGA would be relocated by members of the Committee
- the bench opposite Big Meadow Drive was to be refurbished
- the Hen Pen wall was to be repointed and its height lowered to improve sightlines at the Sugar Hill junction onto Main St.
- members of the Committee were to organise the replacement of the lock on the entrance door into the Pavilion (costs of parts to be reimbursed).

The maintenance schedules would be updated accordingly.

136/18 Use of Pavilion by Football Club

The Clerk reported that matters concerning future use of the Pavilion by the Football Club had been discussed with the Club, following the Council's decision to offer sessional arrangements to them for the 2018/19 season onwards, in place of a lease. It was noted that the Club had also been asked to make good the internal condition of the building, prior to the agreement of new arrangements.

It was agreed to consider these matters further at a later date, once a response to the offer of new arrangements had been received from the Football Club.

137/18 Policies and Procedures of the Council

The Clerk presented a draft policy statement for the conduct of Council meetings, in line with Standing Orders.

Resolved: That a policy for the Conduct of Council Meetings be adopted with immediate effect in the form as submitted to the meeting.

138/18 Legal Matters

- 1) It was noted that assurances regarding the insurance cover in place for public use of the field at Mill Close had been given to the Addingham United Charity, but that the charity had nonetheless requested a formal agreement for letting the field to the Council. It was agreed that the legal costs of providing this were not justified, and the Clerk was asked to advise the charity accordingly.
- 2) The Clerk reported that, on the advice of solicitors, it was proposed to correct certain errors in documents relating to the sale of land to the Medical Centre in 2008. It was noted that Eversheds, solicitors to the Council at the time of the sale, had agreed to carry out the work to rectify the errors, for which they had admitted liability, and to pay up to £2000 towards the Council's legal costs and any incurred by the owner of the Medical Centre. After discussion, the Clerk was asked to instruct the Council's solicitor to continue negotiations with Eversheds to ensure that the full costs of all parties were covered by Eversheds.

139/18 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment (including an invoice presented for maintenance of the grassed areas at the Nature Reserve under the terms of an annual contract, and including a second contribution to the Civic Society towards the costs of a blue plaque for the Manor House), as authorised at the meeting, be approved, and cheques signed as required.

B. Bank Reconciliation – end June 2018

The Bank Reconciliation to 9 July 2018 was received and noted.

C. Monitoring Statement – Quarter 1 to 30 June 2018

The first quarter's monitoring statement of expenditure against budget was received and noted.

D. Expenditure Proposals

- 1) **Resolved:** That a donation of £500 be provided to Addingham Garden Friends to support their valuable work in the village in the 2018/19 season.
- 2) **Resolved:** That a donation of £95 be provided to the Allotments Association towards the cost of prizes for the annual show on 12 August.

140/18 Consultations and Correspondence

Correspondence received during the month, including an update from the primary school on progress with installation of the new perimeter fence, was noted. The following matters were discussed and agreed:

- A request from Ilkley & District Round Table to run a half marathon through Addingham in 2019 was approved.

- Permission was granted for the Civic Society to install a second commemorative plaque on the War Memorial.
- BMDC's proposed resurfacing of the Dalesway footpath from Bark Lane to High Mill was welcomed, and the Clerk was asked to confirm that the residents of Bark Lane had been notified.

141/18 Chairman's Remarks and Members' Discussion Forum

The Chairman reported that Totally Locally were making arrangements for a fund raising event for Alzheimer's charities on 16 September, and members were invited to support the event on the day, if possible.

142/18 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 19 September 2018 at 7:00pm in the Memorial Hall.

143/18 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 144/18 below) on the grounds that it relates to confidential personal and contractual matters.

144/18 Clerk's Contract of Employment

The terms and conditions of the Clerk's contract of employment were reviewed in the light of current job requirements. It was noted that an increase in workload had resulted for a number of reasons, including the administrative pressure of handling a significant volume of questions and requests for information from two or three members of the public. The public costs in terms of staff time in processing such correspondence was noted.

After discussion, it was agreed not to increase the Clerk's contracted hours, in the expectation that normal activity levels would resume in the future, but that, in the meantime, overtime hours worked would continue to be paid on a monthly basis as part of the Clerk's salary payment.

Meeting closed at 8.50pm.

Chairman