

# ADDINGHAM PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 13 MAY 2019 AT 7:00PM

### **Present**

Cllrs: Brady, Coates (Chairman), Hindle, Jerome, Smith, Tennant and Wilcox.

### **Absent**

Cllrs Flesher and Naylor

### **In Attendance**

Parish Clerk – J Markham

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### **80/19 Election of Chairman**

It was **Resolved** (proposed by Cllr Tennant; seconded by Cllr Jerome): THAT Councillor C Coates be and she is hereby elected as Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

The Chairman's Declaration of Acceptance of Office was signed and received.

The Chairman welcomed new councillors to their first meeting. A vote of thanks was recorded for ex-members, who had not stood for re-election, for their work on the Council during the preceding term of office.

### **81/19 Election of Vice-Chairman**

It was **Resolved** (proposed by Cllr Smith; seconded by Cllr Jerome): That Councillor Tennant be and he is hereby elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

### **82/18 Apologies for Absence**

Received from Cllr Naylor; reasons for absence approved.

### **83/19 Declarations of Acceptance of Office**

Declarations of Acceptance of Office were received from all councillors present at the meeting. The Clerk confirmed that Cllr Naylor had signed a Declaration of Acceptance of Office in her presence prior to the meeting.

**Resolved:** That Cllr Flesher be permitted to sign a Declaration of Acceptance of Office in the presence of the Proper Officer or a Member of the Council after the meeting, and before the next meeting of the Council.

### **84/19 Co-option to Ordinary Vacancies**

It was noted that, following the local elections held on 2 May, 2 ordinary vacancies existed on the Council.

**Resolved:** That the ordinary vacancies on the Council be filled by co-option in accordance with Council's Co-option Policy and that the Clerk be authorised to place local advertisements on the noticeboards and Council website accordingly.

### **85/19 Register of Interests**

Re-elected councillors noted that their interests, to be updated if necessary, but otherwise as recorded in the Register of Interests held and maintained by the Council's principal authority, would be confirmed to the Monitoring Officer.

It was noted that entries were to be recorded by new councillors in the Register of Interests within the statutory timescale.

### **86/19 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 15 - Old School Capital Project (connected person's interest in Community Library)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

## **87/19 Public Consultation and Question Time, including Police Matters**

No matters were raised by the member of the public present at the meeting.

## **88/19 Minutes of the Meeting held on 17 April 2019**

**Resolved:** That the Minutes of the Meeting held on 17 April 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

## **89/19 Delegation to Committees, Working Groups and Officers**

The delegation arrangements of the Council were reviewed.

**Resolved (1):** That the Finance Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that the Chairman be re-appointed as chairman of the Committee, and that Cllrs Jerome, Smith and Tennant be appointed as members of the Committee.

**Resolved (2):** That the Property and Maintenance Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Hindle, Tennant, Flesher, Smith, Brady and Wilcox be appointed as members of the Committee, and that Cllr Tennant be re-appointed as chairman of the Committee.

**Resolved (3):** That the Neighbourhood Plan Review Group be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Tennant, Naylor, Brady and Wilcox, from amongst whom the chairman of each meeting of the Group be drawn from time to time, be appointed as members of the Group.

**Resolved (4):** That the Community Hub Project Steering Group be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website, and that Cllrs Tennant, Naylor, Smith and Wilcox, from amongst whom the chairman of each meeting of the Group be drawn from time to time, be appointed as members of the Group.

**Resolved (5)** That additional ad hoc working groups of the Council be appointed in order to investigate and take forward specific projects from time to time, on an informal basis, with members being appointed to them as follows:

Emergency Plan: the Chairman, and Cllrs Brady, Smith, Tennant and Wilcox.

**Resolved (6):** That the authorities currently delegated to the Clerk in respect of financial decisions, as set out in Financial Regulations, and in respect of decisions on planning matters, as detailed on the Council's website, be confirmed, and that, in addition, authority be delegated to the Clerk to execute allotment contracts on behalf of the Council.

It was agreed that a separate Planning Committee would not be appointed, and that, in line with current practice, planning applications would continue to be considered by full Council.

## **90/19 Member Representation on External Bodies**

**Resolved (1):** That representatives of the Council be appointed to serve on external bodies until the date of the next annual meeting as follows:

Addingham Environment Group: Cllr Wilcox

4Becks Group: the Chairman and Cllr Brady

Addingham United Charities: Cllr Hindle and Mr Mawson

*[Note: Under the Charity's Constitution, the Council's nominated representatives may be but need not be members of the Council. Representatives serve for a 4-year term]*

Addingham Community Library: the Chairman and Cllr Naylor

Addingham Hub Friends: Cllrs Naylor, Tennant, Smith and Wilcox

Totally Locally: the Chairman and Cllr Tennant

**Resolved (2):** That Cllr Naylor be appointed as a member representative to attend meetings of Bradford Council and Local Council Liaison Group whenever possible from time to time.

It was confirmed that all members would be notified of the dates of YLCA branch meetings and a member representative would be appointed whenever required on a meeting by meeting basis.

## **91/19 Policies and Procedures of the Council**

The Council's policies and procedural documents, as available on the website, were reviewed and confirmed, including the checklist for assessment of compliance with internal control procedures.

**Resolved (1):** That current signing procedures for operation of the Council's bank account be confirmed and that the Chairman, the Clerk, and Cllrs Jerome and Tennant continue to act as signatories for the accounts.

**Resolved (2):** That, further to resolution of the Council at the meeting held on 20 March 2019 (Minute 47/19 refers), amendments to Financial Regulations 4.1 and 11.1 be approved and that the Clerk be authorised to update and re-publish the document as appropriate.

## **92/19 General Power of Competence**

Following the local elections held on 2 May, it was noted that the Council continued to meet the eligibility criteria for the purpose of s.8(2) of the Localism Act 2011.

**Resolved:** That the Council meets the conditions for eligibility for the purposes of s.8(2) of the Localism Act 2011, in that the number of members declared to be elected is greater than two-thirds of the total number of members and that the Clerk holds the Certificate in Local Council Administration, and that accordingly, the General Power of Competence be re-adopted with immediate effect.

### **93/19 Internal Auditor**

**Resolved:** That Mr A Bosmans be and he is hereby re-appointed as Internal Auditor to the Council for the financial year 2019/20.

*Having been appointed as a trustee of the Library, the Chairman declared a personal interest in the next item on the agenda*

### **94/18 Old School Capital Project and Library Accommodation**

It was reported that the building project had now been completed and the Buildings Inspector's certificate had been received. The Hub Administrator had started work and arrangements were proceeding to finish the internal accommodation for public opening in June.

It was agreed that arrangements would be made for the Library to be relocated into the building as soon as internal fittings had been installed on the ground floor. The Clerk was instructed to give notice for removal of the temporary cabin once the shelving had been fitted.

**Resolved (1):** That a set of folding chairs for the Hub be ordered from Office Reality for a cost, as quoted, of £1311 and that the Clerk be authorised to place the purchase order accordingly.

**Resolved (2):** That contracts with local businesses J H Adams and Addingham Newsagents, as set up for the supply of consumables for the Hub, be approved.

**Resolved (3):** That, on the advice of the Council's Architect, the fitting of solar filter films to the windows on both floors of the Old School be approved, that expenditure of £696 for the works, as quoted, be approved, and that the Clerk be authorised to place the work accordingly.

**Resolved (4):** That arrangements be made for the completion of minor joinery work in the Hub, that expenditure estimated at £500 be approved for the purpose, and that the Clerk, subject to receipt of two competitive quotations, be authorised to place the work accordingly.

**Resolved (5):** That a brass plaque for the front entrance of the Old School, noting the date of the refurbishment project, be installed, and that the Clerk be authorised, up to an expenditure limit of £100, to source and order a suitable item.

### **95/19 Chairman's Remarks and Members' Discussion Forum**

The Chairman noted the invitation from the Bowling Club to an event on 26 May. Cllr Hindle offered to attend on behalf of the Council.

On behalf of the Council, the Chairman thanked Cllr Tennant for his work as Allotment Manager over the past year.

The following items were proposed for discussion at the next meeting

- Donation to the Pancreatic Charity, in lieu of an honorarium payment for the services of an Allotment Manager.
- Donation to the Fire and Rescue Service towards the cost of local support for a flood emergency response training exercise.

### **96/19 Dates of Meetings 2019/20**

The proposed timetable of meeting dates in 2019/20 was confirmed.

### **97/19 Date of Next Meeting**

The next Meeting of the Council would be held on Wednesday 22 May 2019 at 7:30pm in the Memorial Hall.

Meeting closed at 9.10pm.

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Chairman