

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 18 MAY 2016 AT 7:00PM

Present

Cllrs: Batley, Brady, Coates (Chairman), Flesher (from Minute 85/16), Hindle, Jerome, Mawson (Vice Chairman), Naylor (from Minute 85/16), Orr and Tennant.

In Attendance

Parish Clerk – J Markham
Local electors – 6 (to Minute 94/16)

73/16 Election of Chairman

It was **Resolved** (proposed by Cllr Orr; seconded by Cllr Jerome): THAT Councillor C Coates be and she is hereby re-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.

74/16 Apologies for Absence

Cllr Smith; absence for personal reasons approved.
Apologies received from Cllrs Flesher and Naylor for late arrival.

75/16 Election of Vice-Chairman

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

76/16 Register of Interests

Councillors confirmed that their interests as recorded in the Register of Interests held and maintained by the Council's principal authority, were accurate and up to date.

77/16 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), and to note in the Declarations of Interests Book any interests (whether previously disclosed or not), relevant to the business of the meeting.

Relevant interests noted: Members disclosed the following interests and noted them in the Attendance/Declaration of Interests Book:

Cllrs Coates and Naylor: Personal interest in agenda item 12 as Trustees of Addingham Community Library
Cllr Coates: Disclosable pecuniary interest in agenda item 13

78/16 Public Consultation and Question Time

Local electors indicated that they wished to speak, at the invitation of the Chairman, during the discussions on specific agenda items later in the meeting.

79/16 Minutes of Meeting held on 20 April 2016 and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 20 April 2016, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Parish councils right to appeal planning decisions – it was likely that the Government would be producing alternative proposals shortly.

Core Strategy consultation – a response had been submitted by Cllr Naylor as ward representative.

Southfield House – a letter had been sent to Kris Hopkins, MP, and an acknowledgement had been received, undertaking to keep the Parish Council informed of any developments.

Neighbourhood Watch – information on the OWL scheme had been received and publicised on the website and Facebook page.

Maintenance issues – the gate latch at the Sugar Hill garden site had been repaired and thanks had been received from Addingham Garden Friends. A request had been received from the Friends that they be permitted to re-paint the railings outside the Memorial Hall.

19 Moor Park Drive – a response was awaited from the owners of the property.

Toilets - Sanitary bins and signs had been installed.

The remaining Matters Arising, as listed on the Agenda (see Minutes 80/16-84/16 below) were considered separately for decision as necessary.

80/16 Queen's 90th Birthday Event 11 June 2016

The Clerk reported that an application had now been made for the road to be closed on 11 June, and the Church Committee had finalised the event plan. It was confirmed that Cllrs Orr, Brady and Tennant had offered to help as stewards on the day. Cllr Orr also offered to contact the Air Cadets to check on their involvement.

81/16 Dry Stone Wall on Stockinger Lane

The Vice-Chairman reported that the contractor previously contacted to provide a quotation was no longer in a position to carry out the repair, and the Clerk was asked to obtain a second quotation from an alternative source.

82/16 Field and Footpath at Marchup Beck

Solicitor's comments had been noted to the effect that the land forming the boundary area between Council-owned land and owner of the livestock field was probably not registered, and this was being further investigated.

83/16 Contract for Legal Services

Information had been received from three firms of solicitors, and a response was awaited from a fourth. The responses provided to date were considered in the light of an overall review of legal work and costs currently outstanding. The Clerk was asked to continue work on investigating the Council's requirements and make a full report with recommendations to the next meeting.

84/16 Drainage issues and Emergency Planning

It was reported that a decision had not yet been received from BMDC Planning Dept as regards the application to remove and trim back a number of trees affecting drainage in the village. At the suggestion of the Lengthsman, the Clerk was asked to contact Keighley Tree Services to arrange for an inspection of the tree growing near the drainage channel onto Stockinger Lane.

The Clerk reported that the Environment Agency had yet to respond to the Council with advice on emergency planning. When available, this advice would be considered alongside the offer from BMDC's Emergency Planning Officer to help access a Government flood support grant for equipment and training.

Cllrs Flesher and Naylor joined the meeting.

85/16 Planning Committee

The draft minutes of the meeting of the Planning Committee held on 4 May 2016 were received and noted.

86/16 Refurbishment of ground floor of Old School

The personal interests of the Chairman and of Cllr Naylor had been noted.

The Chairman and Cllr Naylor withdrew from the meeting.

The Vice-Chairman took the Chair.

Proposals from the Library Trustees for the Council to assume responsibility for applying for grant funding from WREN, as recommended by the funding body, were then considered.

Resolved: That application be made to WREN for grant funding for the refurbishment of the Old School, making use of plans and information previously drawn up by the Library Trustees, and that the Clerk be authorised to submit the application on behalf of the Council.

Cllr Naylor rejoined the meeting.

87/16 Construction of toilet block at the Pavilion

The disclosable pecuniary interest of the Chairman had been noted.

The Chairman was absent from the meeting and the Vice Chairman remained in the Chair.

It was noted that planning permission had been granted for the new toilet block at the Pavilion, and that proposals compliant with building regulations now needed to be drawn up in order for the work to be put out to contract. In this regard, the Vice-Chairman noted that a construction firm currently engaged on a development in the village had offered to carry out the work free of charge to the Council under a s.106 legal agreement with BMDC.

Resolved: That further instructions be given to AGC Design and Management Ltd, architects previously appointed to work on the plans for the new toilet block at the Pavilion, to draw up proposals compliant with building regulations for use by the Council in putting the construction works out to contract.

The Chairman returned to the meeting and resumed the Chair.

88/16 Traffic Safety

The Chairman reminded members of matters arising from her recent meeting with the traffic officer from BMDC, as reported to the last meeting of the Council, and noted that a number of safety proposals could be put forward to improve traffic calming measures in the village. These included a proposal for a new layout for the junction at the bottom of Moor Lane, for which letters of support from local residents had been received.

Resolved: That application be made to BMDC for the designation of the Moor Lane area as a 20mph zone, and for safety works to be carried out to improve the kerb alignment at the junction with Moor Lane and Skipton road.

89/16 Consultation – Bradford Flood Risk Management Strategy

Members had considered a paper put forward by a local resident group, and at the invitation of the Chairman, a representative of the group highlighted certain points for the Council's attention. After discussion, it was

Resolved: That the Clerk, in consultation with the Vice-Chairman, be authorised to draft and submit a response to the consultation on BMDC's Flood Risk Management Strategy, taking account of comments made at the meeting and making use of material prepared by the local resident group.

90/16 Correspondence

Correspondence circulated for information during the month was noted.

The following item of correspondence was discussed and matters agreed as follows:

Plan Site Allocations – invitation to meeting on 23 May – the Clerk reported that a representative of the Council had been invited to attend a briefing on the Local Plan Site Allocations on 23 May at 10am. Cllr Naylor offered to organise a separate briefing on a date more convenient for members to attend.

It was noted that a response to this consultation on the Local Plan, due by 19 July, could be considered at the next meeting of the Council.

91/16 Annual Return and Accounts 2015/16

The Clerk presented the Income and Expenditure Statement 2015/16 together with the financial year's monitoring Receipts and Payments Statement, an unaudited draft of which had been considered by the Finance Committee at its meeting on 30 March 2016

With the agreement of the Chairman, the report of the Internal Auditor, Colin Read, was read out. It was noted that he had no matters to raise with the Council, following his annual audit of the Council's financial records and procedures; that, in his view, the records and systems of internal control were adequate and effective; and that accounting information shown in the Annual Return had been correctly stated. Taking these assurances into account, the Council

Resolved (1): That the Annual Governance Statement in the Annual Return 2015/16 be approved for signature by the Chairman and Clerk.

Resolved (2): That the financial statements, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

Resolved (3): That the Annual Return be submitted to external auditors, Littlejohn LLP.

92/16 Register of Assets

The Clerk presented a register of the Council's asset holdings, and these were reviewed and noted.

93/16 Other Financial Matters

A. Invoices for payment

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

B. Proposals for expenditure

- (i) At the invitation of the Chairman, a funding and engagement proposal put forward by the Football Academy was introduced by a local elector. Members confirmed support for the aims of the organisation, in principle, and looked forward to the opportunity for further involvement with its plans and ongoing development.
- (ii) Following the inspection of grit bins in the village, recommendations for additional bins were received. The Clerk was asked to seek confirmation from BMDC that Highways would continue to fill all available grit bins. Subject to this confirmation, a decision to purchase additional grit bins would be made at a future meeting.
- (iii) The Clerk reported on estimated costs of contributing to the repair of the Victorian street lighting column on Druggist Lane. After discussion, the Clerk was asked to query the estimate and report back to the next meeting.
- (iv) Proposals were put forward to develop and upgrade the website in line with requirements to publish specified information on the Neighbourhood Plan.

Resolved: That the Clerk be authorised to seek competitive quotations from website designers for upgrade of the Council's website.

C. Council Insurances

Insurance arrangements with Zurich Insurance, in place to 31 December 2016, were noted.

All remaining Local Electors left the meeting.

94/16 Delegation to Committees, Working Groups and Officers

The delegation arrangements of the Council were reviewed.

Resolved (1): 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.

Resolved (2): That the Finance Committee be re-appointed until the date of the next annual meeting with terms of reference as set out in Appendix A to these Minutes, that the Chairman of the Council be re-appointed as chairman of the Committee, and that Cllrs Mawson, Jerome, Tennant and Orr be re-appointed as members of the Committee.

Resolved (3): That the Planning Committee be re-appointed until the date of the next annual meeting with terms of reference as set out in Appendix B to these Minutes, that Cllrs Mawson, Jerome, Batley, Tennant, Hindle, Flesher and Brady be re-appointed as members of the Committee, and that the Committee be authorised to elect its own Chairman and Vice-Chairman at its next meeting.

Resolved (4): That the Neighbourhood Plan Steering Group be re-appointed as a working group of the Council until the date of the next annual meeting, that Cllr Mawson be re-appointed as chairman of the Group, that an additional three councillors be appointed as members of the Group, these being, for the time being, Cllrs Naylor, Tennant and Orr, and that the Group consider, and if thought fit, recommend terms of reference for approval by the Council at its next meeting.

Resolved (5): That a Property and Maintenance Committee be appointed until the date of the next annual meeting with terms of reference as set out in Appendix C to these Minutes, that Cllrs Hindle, Tennant, Smith, Flesher, Brady and Orr be appointed as members of the Committee, and that the Committee be authorised to elect its own Chairman and Vice-Chairman at its first meeting.

It was further **Resolved (6)** That additional ad hoc working groups of the Council be formed 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:

Xmas Lights: Cllrs Tennant and Brady

Village guide and newsletter: The Chairman and Cllrs Orr, Tenant, Brady and Smith

95/16 Member Representation on External Bodies

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

Addingham Environment Group: Cllr Batley

Addingham United Charities: Cllrs Mawson and Hindle

Addingham Community Library: Cllrs Hindle and Brady

Resolved (2): That member representatives attending meetings of Bradford Council and Local Council Liaison Group be appointed as required from time to time, with Cllrs Mawson and Flesher being appointed to attend the meeting in June.

96/16 Policies and Procedures of the Council

The Council's existing policies and procedural documents, including the risk management schedule, as copied to members from time to time, and available on the website, were reviewed and noted.

The Clerk proposed the adoption of new staffing policies.

Resolved: That the following policies, in the form as drafted and circulated to members and made available on the Council's website, be adopted with immediate effect:

Disciplinary and Grievance Policy

Training and Development Policy.

97/16 Chairman's Remarks and Members' Discussion Forum

The report of the Chairman and members' reports were received for information. The following matters were discussed:

Minutes of meetings – a majority of members expressed support for the continued publication of draft minutes of meetings, in order to help publicise the work of the Council and its committees on a timely basis.

Items were agreed for the **next meeting** as follows:

Xmas Lights

Consultation on Local Plan Site Allocations

98/16 Meeting Schedule 2016/17

The Schedule of meeting dates 2016/17 was confirmed, as amended.

99/16 Clerk's Contract of Employment

Resolved: That the terms of the Clerk's contract of employment be approved for signature by the Chairman.

100/16 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 15 June 2016 at 7:00pm, at The Old School Room.

Apologies received from Cllr Jerome

Meeting closed at 9.30pm.

Chairman