

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 21 SEPTEMBER 2016 AT 7:00PM

Present

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

Absent

Cllr Naylor

In Attendance

Parish Clerk – J Markham
Public – 5

138/16 Apologies for Absence

Received from Cllr Naylor; absence approved.

139/16 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: None

140/16 Public Consultation and Question Time, including Police Matters

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

141/16 Minutes of Meetings held on 20 July and 28 July 2016, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meetings held on 20 July and 28 July 2016, having been taken as read, be approved and signed as a true and correct record in each case by the Chairman.

Matters Arising:

Grit bins – the bins had now been delivered and were to be placed around the village at locations previously identified by Cllrs Orr and Smith.

Emergency Planning and Community Resilience - work was proceeding on the draft emergency plan and a meeting of the working group with Chris Slaven, emergency planning officer at BMDC, was to be held shortly.

Traffic calming proposals – work at Moor Lane and at the junction at Main St/Silsden Rd had been approved by BMDC's Area Committee.

Dry stone wall on Stockinger Lane – the contact with Craven College had been followed up, but without response to date.

Long Riddings Farm – the owner of the property had been contacted as regards the removal of the blockage in the drainage channel.

Memorial at Medical Centre – the request to site a memorial to Cllr Campbell at the Medical Centre had been followed up but a response was still awaited.

Neighbourhood Watch – a list of contacts for village coordinators had been provided and the parishes liaison officer at BMDC was to organise a meeting to relaunch the initiative.

Annual Return – further information had been requested by the external auditors and the audit was expected to be concluded shortly.

The remaining Matters Arising, as listed on the Agenda (see Minute 142/16- 144/16 below) were considered separately for decision.

142/16 Forthcoming Village Events – Xmas Lights and Remembrance Sunday

The Clerk reported on arrangements made to date for forthcoming village events, and a checklist of work outstanding for each event was noted. Cllrs Brady and Tennant noted that they were to meet with the electrician to review plans for the Xmas lights installation, as soon as he had checked that the lights, stored at Far Gyll Grange Farm, were in full working order. Members were asked to send suggestions for a suitable celebrity to perform the switch-on to the Clerk; in the meantime, Cllr Jerome offered to follow-up a contact suggested at the meeting.

Resolved (1): That the Clerk be authorised to make arrangements for a sound system to be provided at both the Remembrance Day service and Xmas Lights events, and to place the orders with Cleggs electricians accordingly.

Resolved (2): That a donation of £750 be provided to Totally Locally as an initial contribution towards the costs of the Xmas market.

143/16 Assets of Community Value

A proposal made by Cllr Orr, having received requests from interested villagers, to have the Swan listed on Bradford's List of Assets of Community Value was considered. After discussion, it was

Resolved That the Swan public house be nominated as an Asset of Community Value, and that the necessary formwork be completed for submission by the Council as a qualifying body.

144/16 Blue Plaque on Band 'Ole

The Clerk reported that the blue plaque had now been ordered, but, given the Council's decision to fund the higher proportion (75%) of the costs, the Civic Society had been asked to forward the invoice for settlement to the Council in the first instance, with any contributions to costs being made after payment.

Resolved That, on receipt of the invoice for the blue plaque on the Band 'Ole, payment be made in full by the Council, and that, following payment, the Clerk be authorised to seek contributions to costs, as appropriate.

It was noted that the unveiling ceremony for the plaque on the church, to which all councillors were invited, was to take place on 25 September at 2pm.

145/16 Property & Maintenance Committee

The draft minutes of the meeting of the Property & Maintenance Committee held on 7 September 2016, together with the report of the Chairman of the Committee, were received and noted.

The Chairman of the Council also reported on a follow-up inspection of the village, carried out on 11 September, and a note of additional issues to be followed up by the Committee had been passed to the Clerk.

The Committee Chairman's recommendations for decision by Council were considered.

Resolved (1): That a quotation for the provision of numbered allotment signs and posts for each plot be approved in the sum of £447 and that the Allotment Manager be authorised to order the signs and install them accordingly.

Resolved (2): That contributions towards the historic costs of electricity bills settled by the Council from January 2013-August 2016 be invited from the three village groups using the Pavilion's power supply, in the proportions as proposed, and that, with effect from the next monthly bill to be received (for September's costs), the Clerk be authorised to apportion all costs, as invoiced, and re-charge them at cost to Addingham Scouts and Addingham Football Club according to recorded metered usage, the Football Club being requested to make arrangements with the Civic Society for a contribution from them reflecting the costs of power supplied to the MUGA lights.

The Clerk reported that, for the longer term, the installation of a separate meter for the MUGA lights had been investigated and a quotation for this was provided.

Resolved (3): That a quotation from Hopwood Electrical to re-wire the meters in the Scout Hut/Pavilion in order to provide a separate metered supply to the MUGA lights be approved in the sum of £424 (+VAT).

A further discussion ensued as regards dog fouling on the pavilion field and wheelchair/pushchair access to the path down to the Memorial Park at times when the car park gate was closed. Cllrs Hindle and Flesher offered to look into widening the pedestrian access path into the pavilion area. The Chairman reported that BMDC had been asked to supply dog fouling signs and visit the area to carry out inspections from time to time. The situation would continue to be monitored closely.

146/16 Local Plan

The Vice-Chairman read out a statement, responding to recent email correspondence on the development of the Neighbourhood Plan, and, with the agreement of the Chairman, a number of members of the public, being non-councillor volunteer members of the Neighbourhood Plan Steering Group, addressed the Council. During the course of the discussion which ensued, reference was made to publicity concerning the pre-application consultation event being held by a developer in the village on 22 September, and the Chairman confirmed that suggestions for the Council to hold a village meeting had been noted, and arrangements for this would be made at the appropriate time in the neighbourhood planning process. It was then

Resolved (1): That the Neighbourhood Plan Steering Group be dissolved forthwith, in accordance with paragraph 11 of the draft Terms of Reference submitted to the meeting held on 18 May 2016 (Resolution 94/16(4) refers.

Resolved (2): That a Neighbourhood Plan Forum be appointed as a consultative group for the Council, with initial Terms of Reference as attached to these Minutes, and that Cllrs Mawson, Naylor, Orr and Tennant be appointed as members of the Forum to serve until the date of the next annual meeting of the Council.

Resolved (3): That a meeting of the Neighbourhood Plan Forum be convened at an early opportunity for the purposes of clarifying any outstanding matters, confirming the initial Terms of Reference, and of giving further consideration to the timetable for progressing the development of the Neighbourhood Plan (as proposed by the Council's advisers, Kirkwells), and that the Clerk be authorised to invite to the meeting any members of the precedent Neighbourhood Plan Steering Group who had confirmed an interest in continuing to work on the project.

It was agreed to hold the first meeting of the Forum on Monday 26 September at 7.30pm in the Old School. In the meantime, non-councillor volunteers were asked to confirm their interests in contributing to particular sections of the Plan, and to address any outstanding queries by email to the Vice-Chairman.

Local Plan documentation issued by BMDC was then noted as follows:

- Inspector's Report on the Core Strategy Development Plan
- Examiner's Briefing Note on Matters, Issues and Questions for the Community Infrastructure Levy Examination
- Additional consultation on Bradford City Area Action Plan Goitside Neighbourhood Vision and Policies Map

147/16 General Power of Competence

It was noted that the Clerk had now achieved the CiLCA qualification, and, with all members of the Council being elected, it was

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 adopted with immediate effect.

The Clerk was congratulated on her achievement.

148/16 Greenway – Feasibility Study

The Chairman reported that she and the Clerk had attended a meeting of Ilkley parish council on 5 September to hear a presentation by Sustrans on proposals to extend the Greenway from Burley to Addingham. It was noted that Ilkley and Addingham were invited to share the costs of a feasibility study, the contributions of each council being apportioned according to population numbers, Addingham's share amounting to some £2340. It was noted that Ilkley parish council planned to organise an informal meeting with potential partner councils, and a further report would be made to a future meeting. In the meantime, it was **Resolved**, in principle, to support the project to extend the Greenway and to provide an indication to Ilkley parish council that, if required, a financial contribution of £2340 towards the costs of the feasibility study could be approved.

149/16 Village Guide and Newsletter

The Chairman reported further on proposals to work jointly with the Civic Society in preparing a village guide and also the next edition of a village newsletter. It was noted that the Clerk had offered to edit such a publication and that the Civic Society had resources to help distribute it.

Resolved: That joint working arrangements be set up with the Civic Society for the future production of a village newsletter and that the Clerk be authorised to work on the joint initiative accordingly.

150/16 Archive Files and Documents of Title

The Clerk reported on work completed over the summer period to catalogue archived documents in the Old School safe and to reconcile documents of title against the Asset Register.

Resolved: That the Clerk be authorised work with, and issue further instructions to, the Council's solicitors to prepare complete file records of documents of title, and that initial costs of £160 for this work be approved.

151/16 Consultations

A. West Yorkshire Transport and Bus Strategies

Consultation papers were received and noted.

B. Rural Crime Priorities

The Police & Crime Commissioner's consultation was noted.

C. Burley's Neighbourhood Plan

The draft Neighbourhood Plan, circulated by Burley Parish Council, was noted and would be reviewed further by the Neighbourhood Plan Forum.

152/16 Correspondence

Correspondence circulated for information during the month was noted. The Council was particularly pleased to note an email from District Cllr Rickard confirming that Incommunities were considering an investment in improvements to Southfield House.

The following items of correspondence were discussed and agreed, as follows:

- Safer Communities Fund – it was noted that applications for safety projects were invited.
- Garden Friends – it was resolved to approve a request from the Friends to remove the diseased prunus tree in the Hen Pen garden area. The issue of scooter riders at the bowling clubhouse ground would be reported to the PCSO.

153/16 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. Bank Reconciliation - 5 September 2016

The bank reconciliation to 5 September 2016, was noted and initialled by the Chairman and Cllr Mawson.

C. Subscription

Resolved: That councillors' subscriptions to Clerks & Councils Direct be cancelled with immediate effect, and that the copy received by the Clerk be circulated for information as necessary.

154/16 Chairman's Remarks and Members' Discussion Forum

The report of the Chairman and members' reports were received for information. The Chairman reported on a recent meeting held with the Community Library, at which it had been reported that a decision on the WREN application for grant funding was expected by the end of October. The Chairman had also attended a meeting of the Environment Group of the Civic Society, feedback from whose meetings would be provided to the Neighbourhood Plan Forum in future.

The following matter was discussed as an agenda item for the **October meeting** as follows:

- Repair of paths in Nature Reserve – Cllr Smith to report with proposals

155/16 Dates of Next Meetings

The next meeting of the Council would be held on:

Wednesday 19 October 2016 at 7:00pm in The Old School Room.

The next meeting of the Finance Committee would be held on:

Monday 17 October 2016 at 7.00pm in the Old School Room.

Meeting closed at 8.45 pm.

Chairman