

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 25 JANUARY 2017 AT 7:00PM

Present

Cllrs: Batley, Brady (from Minute 18/17), Coates (Chairman), Flesher, Hindle, Jerome, Mawson (Vice Chairman), Naylor, and Smith.

Absent

Cllr Tennant

In Attendance

Parish Clerk – J Markham
Ward Officer (Craven) PC Dan Livesley
Public – 6

1/17 Apologies for Absence

Received from Cllr Tennant and from Cllr Brady (for late arrival); absences approved.

2/17 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:

The Chairman – pecuniary interest in agenda item 5(3) (Pavilion extension); personal interest in item 5(1) (Old School Refurbishment)
Cllrs Hindle and Naylor – personal interests in item 5(1) (Old School Refurbishment)

3/17 Public Consultation and Question Time, including Police Matters

At the invitation of the Chairman, Ward Officer PC Livesley reported on crime statistics in the area for the period 1 December 2016 to date. It was noted that there had been one incident of a burglary from a farm, and the Coop had experienced 5 incidents of theft, three of them by the same individual. Traffic issues at the Acres were being monitored and residents' concerns followed up. A meeting was to be organised shortly for Neighbourhood Watch volunteers; in this regard, PC Livesley commented that a related initiative "Business Watch" could be set up in Addingham if required. He was invited to make contact with representatives of Totally Locally. PC Livesley emphasised the importance of reporting all incidents of crime.

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

4/17 Order of Business

On the proposal of the Chairman, it was resolved to vary the order of business and take agenda item 4 (Co-option to the Council) at the end of the meeting.

5/17 Minutes of Meeting held on 21 December 2016, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 21 December 2016, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Addingham Sports Academy – a reply had been sent to the Academy, acknowledging the withdrawal of the initiative

Insurances – the insurances had now been placed with Aviva for the year to 12 January 2018.

Precept – the signed precept form had been submitted to Bradford MDC.

Internal Audit – the Clerk had made arrangements with the new internal auditor to meet in April.

Winter gritting – a map of routes and planned timescale for grit bin replenishment had yet to be received, but the new council-owned grit bins had been put out at the locations identified.

Electricity usage at Pavilion – the Clerk reported that the Pavilion users had been notified of the new arrangements for making contributions towards the costs of the electricity supply to the Pavilion.

Website – the website had now been updated with more information on the Neighbourhood Plan.

Display boards – a set of display boards for use at future consultation events on the Neighbourhood Plan were now available.

Nature Reserve – the repairs to the footpath had been carried out.

The remaining Matters Arising, as listed on the Agenda (see Minutes 6/17-11/17 below) were considered separately for decision.

6/17 Refurbishment of Old School

The Vice Chairman reported that the working group had held a pre-contract meeting with the builders and with the project manager, and that arrangements had been made for the work to take place from 27 February – 13 April 2017. The Library was planning to relocate temporarily to a portacabin on the Memorial Hall car park, and plans were being made to clear the building; user groups hiring the meeting room had been advised accordingly, and Cllr Jerome reported that they had been offered hire of the Memorial Hall at the same rate charged by the Council, for such time as the upper floor of the Old School remained unavailable for hire. Matters were discussed, and further decisions taken as follows:

Resolved (1): That a quotation for hire of a portacabin for the temporary relocation of the Community Library during refurbishment works to the Old School be approved in the sum of £876.45.

Resolved (2): That action taken by the Clerk in pursuance of decisions taken by the Council at the meeting held on 7 December 2016 (Minute 198/16(3) refers) be ratified as follows:

- Execution of appointment of Pearce Bottomley, Architects, to provide architectural services for the refurbishment of the Old School, as set out in the letter of terms dated 11 January 2017
- Execution of appointment of Grays Builders to carry out works on the refurbishment of the Old School, as set out in the contract dated 9 January 2017.
- Execution of letters of appointment of Pearce Bottomley and of Grays Builders as principal designer and as principal contractor respectively for the purposes of Regulation 11 of the Construction (Design and Management) Regulations 2015.

Resolved (3): That hire charges for users of the upper meeting room in the Old School be waived during the Spring booking period in compensation for the disruption occasioned by refurbishment works, and that the Clerk be authorised to reimburse any pre-payments as appropriate.

Resolved (4): That the Clerk be authorised to make arrangements for additional insurance cover for the Old School during the refurbishment works, and to seek a quotation on behalf of the Community Library for public liability insurance cover for them whilst temporarily accommodated in a portacabin in the Memorial Hall car park.

7/17 s.106 Funding on Recreational Facilities

The Chairman reported that a meeting had been arranged with the PCSO to discuss queries as regards the proposed teen shelter, but, in the light of recent developments concerning use of the Pavilion and MUGA (Minutes 8/17 and 13 /17 below refer), it was agreed that the s.106 funding might better be employed for the purpose of improving the play equipment and seating provision in the area.

Resolved: That proposals drawn up by Bradford MDC officers for use of s.106 funding for the purpose of re-surfacing the Multi-Use Games Area be approved, and that the Clerk be authorised to confirm final contract details with BMDC officers for the use of any remaining funds on upgrading equipment and on the provision of additional benches and picnic tables in the Memorial Hall play area.

8/17 Pavilion Extension

Having declared a pecuniary interest (Minute 2/17 refers), the Chairman withdrew from the meeting. The Vice-Chairman took the Chair.

The Clerk reported on a quotation received for the tendering process for the extension.

Resolved: That AGC Design & Management Ltd be instructed to prepare tender documents and invite tenders from 4 specified individual contractors, that the quotation for professional fees of £300 for this purpose be approved, and that the Clerk be authorised to agree arrangements for the tender process to be progressed.

In the meantime, it was confirmed that, with the plans for the new extension agreed, outstanding work on the lease of part of the building to the Scouts could be progressed. The Clerk was asked to follow this up with solicitors.

The Chairman rejoined the meeting, and resumed the Chair.

9/17 Council Deeds and Land Registration

The Clerk reported that work on land registration issues continued, and a site visit with the Council's solicitor had been made to determine land boundaries. The Clerk was asked to continue working on this, and in particular, to clarify land boundaries in the Marchup Beck area.

10/17 Memorial at Medical Centre

The Clerk reported on the potential costs of installing a sundial at the Medical Centre in memory of Cllr Campbell.

Resolved: That costs of up to £150 (plus £40 for a brass plaque) be approved for the purchase of a sun dial to be installed at the Medical Centre in memory of Cllr Campbell (deceased). Final arrangements would be confirmed with Dr Suleman and with the family of Cllr Campbell.

11/17 Tour de Yorkshire

The Chairman put forward suggestions for involvement by the Parish Council in supporting the event on 30 April, and offered to liaise further with Totally Locally.

12/17 Planning Committee

The draft minutes of the meeting of the Planning Committee held on 4 January 2017 were received and noted.

13/17 Property & Maintenance Committee

The draft minutes of the meeting of the Property & Maintenance Committee held on 1 January were received and noted.

The Committee's recommendation for decision concerning the MUGA was considered. It was noted that the Committee were proposing the recommendation on the basis that current practices for operation of the facility be continued, and, in this regard, the Clerk was asked to put in place appropriate procedures for the Council to continue the practice of charging for use of the MUGA floodlights. The Clerk also reported that the Civic Society had confirmed their offer to provide a fund of some £3000 to assist with maintenance and running costs in the financial year 2017/18.

Resolved (1): That responsibility for the ownership, management and maintenance of the MUGA be assumed with effect from 1 April 2017, that detailed procedures for the management of the facility be set up, in consultation with the Civic Society, that arrangements to effect the transfer of the asset and terminate the lease on the land be made with the Civic Society, and that the Clerk be authorised to instruct the Council's solicitors accordingly.

With reference to outstanding maintenance matters considered by the Committee, the Clerk reported that the Council's application for planning permission to remove trees growing into the beck had been formally withdrawn as invalid by BMDC. It was therefore

Resolved (2): That BMDC be notified of the drainage problems caused by tree growth into the beck and be requested to arrange to have the trees removed, in order to reduce the future risk of flooding events affecting properties in the centre of the village.

It was reported that horses belonging to the owner of the field adjoining the Council-owned land at Marchup Beck were again escaping from the field, and the Clerk was asked to write again to the owner formally to request that the field be fenced.

Thanks were recorded to the former Allotment Manager, recently deceased.

14/17 Neighbourhood Plan Forum

It was noted that work was currently proceeding on preparation of the first draft of the Plan. The next meeting of the Forum was to be held on 2 February.

15/17 Addingham Parish Council Environment Group

A presentation by the Chairman of the Civic Society on the work of the Environment Group was received and noted, and a number of questions concerning the coordination of the Group's work with other organisations in the village, including the Parish Council, and also the Palmer family (with reference to the Nature Reserve), were discussed. It was noted that a proposal had been put forward by the Yorkshire Dales and Rivers Trust for Addingham to be used as a case study in their work, and this was approved.

The Chairman thanked Mr Robinson for his presentation.

16/17 Village Newsletter

It was reported that plans for the village newsletter, being produced jointly with the Civic Society, as authorised at the meeting held in September 2016 (Minute 149/16 refers), had now been finalised, and a draft for the first edition, due to be published during February, was being prepared. Advertising space had been sold by members of the Civic Society, and it was anticipated that income of some £400-£500 could be achieved and would be available in full to offset the initial costs of the first edition. It was proposed to finance the balance of the costs in producing this edition by using funds available, and as budgeted initially for the printing of the Village Guide, in the current financial year.

Resolved: That the quotation put forward by Hadfield Photocraft for layout and printing of the new village newsletter on an annual basis be approved, that initial costs of £1040 for the production of the first edition be approved, and that the Clerk be authorised to continue working with the Civic Society to organise the completion and distribution of the publication to every household in the village.

17/17 Wharfedale Greenway – Feasibility Study

Further to the report made to the meeting in September 2016 (Minute 148/16 refers), the Clerk reported that Ilkley parish council had now approved expenditure on their share of the costs of the feasibility study, and that the Council was therefore invited to confirm their financial support, as previously committed in principle, to the project.

Resolved: That a contribution of £2340, being Addingham's share (based on population numbers) of the total cost of financing a feasibility study for the development of the proposed Wharfedale Greenway from Burley to Addingham, be approved.

It was noted that, with reference to previous (unsuccessful) proposals for a greenway in the area, the use of CPO's was not supported locally.

Cllr Brady joined the meeting

18/17 Football Field – Maintenance and Dog Fouling

A report on the annual costs incurred by the Football Club in maintaining the football field was noted.

A discussion on recent complaints regarding dog fouling in the area ensued, and the Clerk was asked to contact the Dog Warden at BMDC again to source additional signs.

19/17 Good Friday Act of Witness

The Clerk reported on a recent meeting held with the Rector, and plans for a walk with the Cross from the Church to Sugar Hill were noted. The route was yet to be confirmed, and the organisers of the event would be advised to plan it so as to avoid the need for a road closure on this occasion.

Resolved: That payment be authorised for the hire of a sound system to be used at the village Good Friday commemoration at Sugar Hill, and that the organisers of the event be invited to order the system accordingly.

20/17 Consultations

- 1) An online consultation on BMDC's tourism service was noted.
- 2) Proposals for a new primary school in Silsden were noted.

21/17 Correspondence

Correspondence received during the month, as circulated for information, was noted. The following matters were considered as follows:

- 1) Parsons Lane – a letter from Windle Beech Winthrop concerning the land at Parsons Lane was noted, and it was agreed that no action would be taken. The Clerk was asked to acknowledge the letter accordingly.
- 2) Garden extensions – it was noted that a resident on Moor Park Drive had written to query the annual rental charge for a garden extension, as compared with the rental cost of an allotment plot. It was agreed that residents should be notified of the requirements for maintaining an allotment plot, and invited to confirm their request to have the land so identified for rental purposes.

22/17 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, with the addition of the payment of £115 to YLCA in respect of an additional training course fee, be approved, and cheques signed as required.

B. Bank Reconciliation - 31 December 2016

The bank reconciliation to 31 December 2016, was noted and initialled by the Chairman and Cllr Mawson.

C. Monitoring Report to end December 2016

The third quarter Monitoring Report, showing expenditure against Budget to end December 2016, was noted.

23/17 Chairman's Remarks and Members' Discussion Forum

The Chairman proposed that items for discussion take place in private session, and it was

Resolved: That the press and public be temporarily excluded from the meeting for the discussion of the following items of business (Minutes 24/17 and 25/17 refer) on the grounds that inclusion of the public would be prejudicial to the public interest as the business in each case relates to the discussion of confidential personal information.

24/17 Members' Interests

A recent Code of Conduct investigation, concluded with no evidence of wrongdoing on the part of the Council or the councillor concerned, was discussed, and would be followed up with Bradford MDC.

25/16 Co-option to Council

It was agreed that the period for applications to be made by candidates interested in co-option to the Council be extended to 31 March 2017.

26/17 Date of Next Meeting

The next ordinary meeting of the Council would be held on:
Wednesday 15 February at 7:00pm in The Old School Room.

Meeting closed at 10pm.