

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON TUESDAY 19 JULY 2017 AT 7:00PM

The formal business of the meeting was preceded by a short silence in memory of John Bottomley, Allotment Manager 2015-2017 and much-valued member of the community.

Present

Cllrs: Appleyard, Brady, Coates (Chairman), Flesher, Hindle, Jerome, Mawson (Vice-Chairman), Naylor and Tennant.

Absent

Cllrs Smith and Batley

In Attendance

Parish Clerk – J Markham

Ward Officer Livesley

Public – 6

135/17 Apologies for Absence

Received from Cllrs Smith and Batley; absences approved.

136/17 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) 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:

Cllrs Coates and Naylor – Agenda items 5 and 18 - Old School Project (as Trustees of Community Library)

Cllr Hindle – Agenda items 5 and 18 - Old School Project (connected person's interest in Community Library)

Cllrs Jerome and Brady – Agenda item 4(3) - Memorial Hall planning application (as Trustees of Memorial Hall)

Disclosable Pecuniary Interest:

Cllr Coates – Agenda item 6(1) 36 Moor Park Lane (connected person's financial interest)

Cllr Coates – Agenda item 9 - Pavilion (connected person's financial interest)

Dispensation requests received:

None

137/17 Public Consultation and Question Time, including Police Matters

Ward Officer Livesley gave an update on incidents of crime in the area over the preceding month. These included a number of thefts from inside vehicles and one attempted burglary. PC Livesley advised residents to ensure that property was properly secured, and distributed leaflets giving information on suitable locks. In answer to a query, he confirmed that he would look into waiting time for callers to the 101 non-urgent number.

A member of the public present at the meeting raised the matter of trees growing in the beck and causing drainage problems. This would again be followed up with the relevant agencies.

138/17 Minutes of the Meeting held on 20 June 2017, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 20 June 2017, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Marchup Beck – the footpaths officer was to look into repairing the steps.

Silsden Rd Tree Works – the arborist had been instructed to proceed with removal of the damaged tree on the basis of a quotation approved by the Clerk in consultation with the Chairman.

BT kiosks – BT had confirmed that the kiosk on Church Lane was being considered for adoption by the Civic Society, and that they had no plans to decommission the remaining kiosk on Main St at present.

Fencing at primary school – permission had been granted for the fence, and consultations with the community and parents were ongoing.

High Mill – the matter of tipping down the river bank was in the hands of the Environment Agency and was being followed up on a regular basis by Addingham Anglers.

MUGA Signs – a new sign, forbidding dogs and wheels on the MUGA, had been installed.

Street Cleaning – BMDC had confirmed that the street cleaning service was to be resumed shortly.

Forthcoming Events – the Lengthsman had confirmed his availability to help with road signage for both the Remembrance Sunday event and the Christmas Lights event, and to help with marshalling duties at the Lights. The sound systems had been booked for both events, and Skipton Brass Band were booked to play at

the Lights. The electrician had been notified of the date of the event and asked to check connections on the new street lighting columns. In this regard, Cllr Naylor confirmed that BMDC were to replace any connections, as necessary, on the new columns. It was agreed that a separate Christmas tree at Sugar Hill would not be required this year. The Clerk then explained that procedures for road closures were being changed, and, from 2018, event organisers would need to ensure that road closure enforcement was carried out by appropriately trained officers. This was noted.

Pavilion cleaning – a report back on this was awaited from the Football Club.

The remaining Matters Arising, as listed on the Agenda (see Minutes 139/17- 141/17 below) were considered separately for decision.

139/17 MUGA Lights

The Clerk reported that arrangements had now been agreed with the Memorial Hall for them to take over the administration of the token system for operation of the MUGA lights. The arrangements were noted and approved, and the Clerk was asked to notify the Coop accordingly.

140/17 Public Use of MUGA and Facilities

The Clerk reported on proposals for public use of the end changing room in the pavilion (to be excluded from the lease currently being drawn up for negotiation with the Football Club), together with the sports equipment for use on the MUGA, as transferred to the ownership of the Council by the Civic Society.

Resolved (1): That, when available, following completion of the extension to the Pavilion, a changing room in the Pavilion be offered, free of charge, to users of the MUGA, by arrangement with the booking clerk, and that users booking the facility and sports equipment be invited to make separate arrangements with the Lengthsman to organise access at the time of their booked session.

The Clerk was requested to publicise the new arrangements as appropriate.

Resolved (2): That arrangements be made for the annual inspection of the MUGA by ROSPA, and that payment of £66.50 be authorised.

141/17 Memorial Hall – Application for (Part) Change of Use

Further to the Council's decision to support the Memorial Hall's retrospective planning application for (part) change of use of the building (Minute 122/17(2) refers), additional background information had been circulated to councillors by the trustees, and a resident had requested that, should the planning application be refused, the council give consideration to providing funding support towards upkeep of the Memorial Hall to replace income derived from the commercial letting. The request was noted, and would be reviewed, as necessary, once the decision on the application had been made by the planning authority.

142/17 Old School Capital Project and Library Accommodation

The Chairman reported that advice was still being put together to enable decisions on the Old School capital project to be made. In the meantime, the Library had requested Council support for hiring a second portacabin for storage of books.

It was reported that BMDC had provided a fixed fund of some £4800 towards the Library's expenses, payable quarterly, and payment of the first instalment had been requested. The Clerk advised on the costs to date of hiring the existing portacabin.

Resolved: That the costs of purchasing a portacabin for use by the Library, whilst housed in temporary accommodation during the period of closure of the Old School, be researched, and that the Clerk be authorised to commit expenditure of up to £5000, if so required to place a purchase order before the date of the next meeting of the Council.

Having declared a financial interest in the next item on the agenda, the Chairman withdrew from the meeting and the Vice-Chairman took the Chair.

143/17 Planning Applications

Planning Applications were considered as follows:

- | | | | |
|----|--------------|----------------|--|
| 1) | 17/03655/CLP | 36 Moor Lane | Construction of dormer to rear |
| 2) | 17/03756/HOU | 6 Wharfe Park | Addition of porch to side |
| 3) | 17/03416/CLP | 141 Main St | Change of use of upper floors to self-contained flat |
| 4) | 17/03913/FUL | Overgate Croft | Construction of agricultural building |
| 5) | 17/03962/CLP | 7 Wharfe Park | Rear extension |
| 6) | 17/03787/LBC | 88 Main St | Removal of internal wall on ground floor |

The Chairman rejoined the meeting and resumed the Chair.

No comments were to be made to the planning authority.

144/17 Neighbourhood Plan Forum

The notes of the meetings of the Neighbourhood Plan Forum held on 17 July, presented by Cllr Tennant, were

received, and members of the Forum were thanked by the Council for their hard work on site assessments to date.

Cllr Naylor provided an update on progress with BMDC's Local Plan, which had been adopted at a meeting on 18 July.

145/17 Property & Maintenance

The updated schedules of outstanding maintenance issues were received and noted. The Clerk reported that BMDC had removed the basket swing at the Silsden Rd recreation ground for repair. It was agreed that councillors would carry out an inspection of the village to update the schedules and record resolved issues.

Further issues were reported and considered as follows:

(1) Weed-spraying – BMDC would be requested to include Back Beck Lane in the weed-spraying schedule.

(2) Allotment sheds – a report from asbestos contractors was received and discussed.

Resolved: That expenditure of £1860, as quoted by asbestos inspectors, for the costs of removing 2 allotment sheds and a fence structure containing asbestos, be approved, and that the Clerk be authorised to make arrangements for the works to proceed at the earliest possible date.

Cllr Tennant offered to liaise with allotment holders until such time as a new allotment manager could be appointed.

Having declared a financial interest in the next item on the agenda, the Chairman withdrew from the meeting and the Vice-Chairman took the Chair.

146/17 Pavilion Extension

The Clerk reported that works on the extension had begun on 3 July, but, to meet the building inspector's requirements for the ground conditions discovered at the site, a variation to the contract to deepen the foundations had been authorised. A revised pricing schedule had been issued by the contractors.

Resolved: That the authorisation of a variation to the contract for the Pavilion extension, to cover the additional costs of foundations required for ground conditions at the site, be ratified, that the revised contract price of £26990 be approved, that the pricing schedule submitted by contractors be approved, and that the Clerk be authorised to settle invoices submitted in line with the pricing schedule, as certified by the project manager, for the second and final payments to completion of the project.

The Chairman rejoined the meeting and resumed the Chair.

147/17 Amenity (Football) Field – Drainage Works

The Clerk reported on quotations received for drainage works to the football field, and it was agreed to request copies of survey reports from the Football Club before proceeding to investigate sources of grant funding for the improvement of the amenity area. Cllr Naylor offered to check the availability of any s.106 funding in the area for such works.

148/17 Village Newsletter

The Clerk reported on plans being discussed with the Civic Society for the production of the next (second) edition of the village newsletter. It was noted that the budget 2017/18 had provided for the costs of printing one edition per financial year, on the basis that advertising revenue would offset the costs of the second.

Resolved: That estimated costs of £1056 (printing), plus £130 set-up charge, be approved for the production of the next edition of the village newsletter, due for distribution in September 2017.

148/17 Council Policies

The Clerk proposed the introduction of new Council policies, circulated in draft to members, for the handling of data, complaints and vexatious requests.

Resolved: That new Council policies be adopted with immediate effect as follows:

- Data Policy
- Complaints Policy
- Vexatious Requests Policy

149/17 Consultations and Correspondence

Correspondence received during the month, including a letter from the Addingham Sports Academy attaching Freedom of Information requests (which had been refused), was noted.

It was noted that Netflix had contacted the Clerk to give advance notice of plans to film in Moor Park Drive in August and to request permission to use the recreation ground for parking. A donation had been offered to the parish council to compensate for any disruption. The plans were noted, and the Clerk was asked to confirm with the organisers that they would need to liaise with councillors before they left the site, so as to ensure that the condition of the recreation ground was fully re-instated.

The following matter, as noted on the agenda, was then considered as follows:

Garden Extension – 21 Moor Park Drive: The owners of the property, who had declined an offer to rent the garden extension, had asked if it could be maintained. The possibility of using the plot as part of the village wildflower project had been looked into. Following discussion, Cllrs Tennant and Flesher offered to visit the owners of the property to agree arrangements.

150/17 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. Monitoring Statement and Bank Reconciliation - June 2017

The Monitoring Statement to 30 June 2017 and the bank reconciliation to 4 July 2017 were received and noted.

C. Proposals for Expenditure

Resolved (1): That a contribution of £95 be provided to the Allotment Association towards the costs of prizes to be awarded at the Memorial Hall show.

Resolved (2): That a contribution of £650 be provided to the Addingham Gala Committee towards the costs of the Gala held on 8 July 2017.

Resolved (3): That funding of £500 be provided to Addingham Garden Friends towards the costs of maintaining and tending the village open spaces in 2017.

It was noted that the Cricket Club had proposed the repayment of £500 of the funding provided to them in 2016 for purchase of a new boiler, and the Clerk was asked to request payment as and when available.

151/17 Chairman's Remarks and Members' Discussion Forum

The Chairman reported on the ceremony to unveil the memorial to Gordon Campbell held on 8 July and the Clerk was asked to publicise it on the website and in the Ilkley Gazette. A letter of thanks for providing the stone mount would be sent to Philip Croft.

Members discussed the updating of the Council's Facebook page, Addingham Quack, and Cllr Tennant offered to manage it on behalf of the Council.

Cllr Hindle reported on plans for highway improvement works at Marchup Beck bridge. Work was due to start shortly.

The condition of the site adjacent to entrance to St Peter's Church was discussed.

152/17 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 20 September 2017 at 7:00pm, in the Memorial Hall.

153/17 Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting for the consideration of the next items on the agenda (Minutes 154/17- 155/17 below) on the grounds that they relate to confidential contractual and personnel matters.

154/17 Staff and Lengthsman Contracts

Current contractual arrangements with Council staff and with the Lengthsman were reviewed and discussed.

Resolved (1): That a contract, in the form as circulated to members of the Finance Committee, be executed on behalf of the Council and issued to the Caretaker, providing a revised job description and job title, but otherwise recording the existing terms of employment since her appointment to the role on 9 July 2012.

Resolved (2): That the hours of the Lengthsman be increased from 20 per week to 22 per week to take account of the additional duties involved in looking after the new toilet block in the pavilion extension.

Resolved (3): That the hours of the Clerk be increased to 20 per week to recognise recent and sustained increases in workload, and that an instruction to this effect, signed on behalf of the Council, be issued to BMDC with immediate effect.

It was agreed that the hours and responsibilities of the Clerk would be kept under review and that, if necessary, consideration would be given to the payment of overtime for work required in exceptional circumstances.

155/17 Old School Project

Contractual issues consequent upon the temporary closure of the Old School were considered and the Clerk was authorised to seek additional specialist legal advice, as advised by sector body, YLCA.

Meeting closed at 10pm.