

ADDINGHAM PARISH COUNCIL

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

Present

Cllrs: Appleyard, Brady, Coates (Chairman), Flesher, Hindle, Jerome and Naylor.

Absent

Cllrs Batley, Smith, Tennant and Mawson

In Attendance

Parish Clerk – J Markham
PC Liam Shields
Public – 7

238/17 Apologies for Absence

Received from Cllrs Batley, Smith, Tennant and Mawson; absences approved.

239/17 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 item 6 - Old School Capital Project (as Trustees of Community Library)

Cllr Coates – Agenda item 4(1) – Pavilion extension (connected person's interest)

Cllr Hindle – Agenda items 6 - Old School Capital Project (connected person's interest in Community Library)

Cllrs Coates and Jerome – Agenda item 4(2) – Hoffman Wood Field (as Trustees)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

240/17 Public Consultation and Question Time, including Police Matters

The Chairman welcomed PC Shields to the meeting. He reported on recent incidents of crime in the area over the preceding month, and it was noted that the number of burglaries and attempted burglaries had increased in the period. It was reported that information on community safety issues, provided by the police after the last meeting, had been posted on the village website. PC Shields agreed to report back to the Council to provide any further updates on traffic speeding concerns.

241/17 Minutes of the Meeting held on 23 November 2017, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 23 November 2017, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Winter gritting – following the recent cold weather, the bins had been re-filled, and residents' complaints had been followed up where possible.

Bowling Club – an expression of support for the Club had been provided to BMDC and a contingency provision had been included in the draft Budget

Tree works – the application had been made for tree works to be carried out in the Town Beck area

Hoffman Wood field – preliminary guidance had been received from the Charity Commission and a full report would be made to the next meeting.

Copse opposite Townhead Mill – BMDC had confirmed that they had no ownership interest in the copse.

Toilet lights – the lights had been repaired by the electrician

Computer repair – the computer hard disk had been replaced.

The remaining Matters Arising, as listed on the Agenda (see Minutes 242/17- 244/17 below) were considered separately for decision as required.

242/17 Pavilion extension

The Clerk reported that the builder was due to complete all outstanding works on 20 December, and had submitted a quotation for the costs of replacing the keypad locks on the toilet doors.

Resolved: That expenditure of £170 be approved for the purpose of replacing the locks on the toilet doors on the new pavilion extension, and that the Clerk be authorised to arrange accordingly for the completion of all outstanding works on the locks, doors and frames.

The Clerk was asked to investigate the costs of installing flooring in the toilet areas once the building had been completed.

243/17 Sub-letting of Scout Hut

Further proposals for the sub-letting of the Scout Hut were received.

Resolved: That, pursuant to clause 6.8(e) of the lease with the Scouts Association, the consent of the Landlord be granted for the temporary use of the demised premises by other organisations in accordance with the procedures attached to these Minutes as Appendix 1, such procedures to be reviewed after a period of one calendar year.

244/17 Events Management

The Clerk reported on quoted costs for contracting out the management of future village events involving road closures, which would need to be attended by trained traffic marshals. It was agreed that future arrangements and requirements would be checked further with BMDC, and a further report made to the next meeting.

245/17 Finance Committee

The draft minutes of the meeting of the Finance Committee held on 23 November 2016 were received and noted.

246/17 Budget Statement and Precept 2018/19

The Clerk presented the draft Budget Statement, which, with the annual salary statement and list of regular payments, had been considered by the Finance Committee at its meeting on 23 November.

Resolved (1) That the draft Budget 2018/19, a copy of which is attached to these Minutes as Appendix 2, be approved, and that it be used as the basis for setting the Parish Precept 2018/19 in order that sufficient funds be made available for budgeted expenditure, taking account of the level of funds available as carried forward from previous financial years, but including provision for the potential capital requirements of taking forward the new capital project to repair and refurbish the Old School, and that the Clerk be authorised to complete the precept form accordingly and arrange for its signature by the Chairman.

Resolved (2): That, after taking account of the decision to set the Precept 2018/19 to provide in full for budgeted requirements 2018/19 (Resolution 1 above refers), all funds currently held in bank reserves be set aside, first for capital expenditure on repairs and maintenance of Council-owned assets, with funding of £25000 being specifically earmarked for expenditure on the new Old School capital project, and secondly, in the light of funding constraints affecting services currently provided by BMDC, with a view to ensuring sufficient contingency to cover any unforeseen and unbudgeted requirements arising during the course of the financial year.

Resolved (3): THAT the Clerk's salary 2018/19 be calculated with reference to the recommended pay scales to be set by NALC/SLCC 2018-2020 and that the rate be set with reference to SCP29, the spinal point increase being awarded by contractual annual increment.

It was agreed that a statement would be released to the Ilkley Gazette, explaining the increase in the precept with reference to the capital requirements for investment in the Old School.

247/17 Old School Capital Project and Library Accommodation

It was reported that an application for grant funding for the new capital project was being prepared. The possible timescale for the application process would be checked with the project architect.

248/17 Planning Applications

Planning Applications were considered as follows:

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|-----------------|-------------------|---|
| 1) 17/06506/FUL | Old Barn Farfield | Construction of dwelling in place of greenhouse |
| 2) 17/06616/HOU | 3 Sawyers Garth | Porch extension |
| 3) 17/06350/FUL | Bracken Bank Farm | Change of use of stables to 3x holiday lets |

No comments were to be made to the planning authority on any of the applications.

249/17 Neighbourhood Plan Forum

The notes of the meeting of the Neighbourhood Plan Forum held on 7 December were received and noted. Cllr Appleyard reported that the next consultation event on the Plan was being planned, and would take place in Spring 2018. It was also noted that BMDC had opened a consultation on the methodology for the forthcoming Green Belt Review.

250/17 Property & Maintenance

The updated schedules of outstanding maintenance issues were received, and the report of the Lengthsman was noted. It was noted that a number of potholes had been reported to Highways. BMDC's insurers had confirmed that payment would be made for repair of the damaged dry stone wall at the Newtown allotments.

Further issues were reported and considered, and action agreed as follows:

- (1) Lamp post on corner of Church St/Ilkley Rd – door to wiring in need of repair – to be reported online.
- (2) Grit bin on Moor Lane – when empty, to be moved closer to the junction.

A notice would be posted on the website to confirm that the grit in the bins was provided for use on the public highways, and was not intended for use on private drives or pathways.

251/17 Football Club Lease

Further matters concerning the offer of a lease to the Football Club on (part of) the Pavilion and amenity field (Minute 230/17 refers) were considered, and Heads of Terms being drafted for the lease were noted. It was reported that BMDC had now approved the listing of the building as an asset of community value.

Resolved (1): That, further to the decisions previously made by the Council (Resolutions 104/17, 105/17 and 230/17(1) refer) to grant a lease on part of the Pavilion and on the amenity field at Stockinger Lane to the Football Club, and as conditions for finalisation of the lease, the Football Club be required: (1) to achieve charitable status; (2) to fully clean, repair and, with the exception of the floor covering and skirting boards, make good the parts of the Pavilion used by them since 2013 so that the building is returned to its original condition; and (3) to submit for Council's approval a costed Business Plan for the development of sports facilities for football in Addingham.

Resolved (2): That expenditure of up to £3000 be approved for the purpose of installing appropriate floor coverings and replacing skirting boards in the parts of the Pavilion used by the Football Club, such that the floors can be properly and hygienically cleaned and maintained on an ongoing basis by the Club under the terms of their lease on the premises, and that the Clerk be instructed to investigate suppliers of resin floor coverings suitable for use in sports premises.

Resolved (3): That the Clerk be authorised to continue negotiations with the Football Club on the basis of the Heads of Terms drafted by solicitors and to incur further legal costs as necessary on work to finalise the lease.

252/17 Village Newsletter

The Clerk reported that the next edition of the village newsletter, due to be distributed in Spring 2018, was being prepared, and receipts from sale of advertising were expected to exceed the costs of printing the publication.

Resolved: That printing costs of £1550, as quoted, be approved for the production of the Spring 2018 edition of the village newsletter.

253/17 Consultations and Correspondence

Correspondence received during the month, including information on the Local Government Finance Settlement, was noted. BMDC's Budget 2018/19 and revised highways protocol were also noted.

A complaint received from a resident was received, and the Clerk reported that the complainant had been invited, under the Council's Complaints Procedures, to request a meeting with the Chairman or Clerk, or to have the complaint discussed at a Council meeting.

254/17 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including an invoice presented by the electrician for repair of the toilet lights, be approved, and cheques signed as required.

B. Bank Reconciliation - November 2017

The Bank Reconciliation to 4 December 2017 was received and noted.

C. Proposal for expenditure

The Clerk reported that the Cricket Club were planning to undertake works to improve their pavilion toilets. Until such time as their proposals could be fully costed, they had requested that repayment of the outstanding loan from the Council be deferred.

Resolved: That repayment of the outstanding loan of £500 to the Cricket Club be deferred, pending consideration, at a later date, of proposals to be submitted by the Club for funding support for capital improvements to their facilities.

255/17 Chairman's Remarks and Members' Discussion Forum

The Chairman reported on her attendance, with the Clerk, at a joint meeting held with Ilkley, Menston and Burley parish councils to discuss matters of mutual interest. The Council had been asked to consider contributing to the Duke of Edinburgh Award expeditions, which were being planned by Burley parish council, in the light of withdrawal of funding for the scheme by BMDC. After discussion, however, and noting that provision for the scheme by local schools was likely to continue, this proposal was not supported.

256/17 Date of Next Meeting

The next Meeting of the Council would be held on Thursday 25 January 2018 at 7:00pm, in the Memorial Hall.

Meeting closed at 8.40pm.