

ADDINGHAM PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 16 MAY 2018 AT 7:00PM

Present

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

Absent

Cllrs Flesher and Naylor

In Attendance

Parish Clerk – J Markham
Public – 14

75/18 Election of Chairman

It was **Resolved** (proposed by Cllr Jerome; seconded by Cllr Tennant): 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.

76/18 Apologies for Absence

Received from Cllrs Flesher and Naylor; absences approved.

77/18 Election of Vice-Chairman

It was **Resolved** (proposed by Cllr Hindle; seconded by Cllr Tennant): 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.

78/18 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.

79/18 Disclosures of Interest

Pursuant to the Council's Code of Conduct, Members were invited to disclose any interests and 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:

Cllr Hindle – Agenda items 15 - Old School Capital Project (connected person's interest in Community Library)

The Chairman – Agenda item 15 – Old School Capital Project (as Library Trustee)

Cllr Smith – Agenda item 7(2) – Nature Reserve (connected person's interest)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

80/18 Public Consultation and Question Time, including Police Matters

The report of the Police had been discussed and noted at the preceding Annual Parish Meeting. At the invitation of the Chairman, a resident reported on his project to produce a photographic record of "100 Faces of Addingham" and asked for additional volunteers to be featured in the publication.

81/18 Order of Business

With the agreement of the Chairman, it was resolved to change the order of business of the meeting and bring forward agenda items 15 and 16 as the next items of business to be considered.

82/18 Old School Capital Project and Library Accommodation

It was reported that, following discussions with Library volunteers, the revised project designs were now recommended for approval.

Resolved: That the revised project designs for the Old School capital project be received and approved in the form submitted to the meeting, and that the Clerk be authorised to instruct the project architect accordingly.

The Clerk reported on progress being made with grant funding bodies, and it was noted that an exploratory meeting had been held with the Big Lottery Fund on 14 May.

83/18 Community Hub Project (formerly, the Heritage Project)

The Clerk reported that an informal meeting had been held with volunteers interested in progressing a project to develop community use of the Old School, once repaired and re-opened. A working paper, setting out revised proposals for the project, now renamed the Community Hub Project, was received, and support for the proposals was confirmed. It was noted in particular that it was proposed to publicise the project at an event to be organised in July and financial support had been requested from the Council.

Resolved: That expenditure up to £750 be approved for the organisation of a public engagement event to publicise the Community Hub Project, and that the Clerk be authorised to incur costs on leaflet printing, advertising and event administration.

It was suggested that copies of the publicity leaflet be specifically provided to children's groups in the village in order to encourage interest by younger people in the project.

The recommendation set out in the working paper, for the appointment of a working group, comprising councillors and volunteers, to take the project forward in its initial phases, was discussed and agreed (see Minute 86/18 Resolution 7 below).

84/18 Minutes of the Meeting held on 18 April 2018, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 18 April 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Marshal training – it was reported that a date had not yet been offered for a local training course, but road closure forms were required by Highways by the end of June for the Remembrance Sunday and the Christmas Lights Switch-on events. A meeting to discuss requirements further was to be held with highways officers on 11 July.

GDPR – it was noted that local councils were likely to be exempted from the requirement to appoint a Data Protection Officer, but the Clerk confirmed that, if this exemption did not pass into the new legislation, reciprocal arrangements for DPO appointments had been set up with Ilkley Town Council. It was noted that, for data security reasons, parish councils were being advised to identify business email addresses for all councillors to use in relation to council business.

Picnic benches at MUGA – BMDC had been requested to move the benches for a cost, as agreed, of £900. Proposals for the layout of the area would be reviewed further at the next meeting of the Property & Maintenance Committee.

Sugar Hill toilets – quotations were awaited for the replacement of pipework.

Wall to front (roadside) of Hoffman Wood field – BMDC Highways had been requested to repair the wall.

Football Club lease – the Council's solicitor had been consulted as regards requirements for the lease counterparty, and his advice was awaited; a further update from the Football Club had yet to be received.

Fencing of horse field by Nature Reserve – it was confirmed that temporary fencing had now been installed.

Nature Reserve – Cllr Smith reported that quotations for the costs of stock fencing at the Nature Reserve had yet to be received, and the issue of dog fouling in the area was also discussed. Cllrs Hindle and Tennant offered to put up signs in the area.

MUGA fencing repair – the Clerk reported that a quotation of £595 had been received for the costs of repairing the MUGA fencing. Cllrs Mawson and Tennant offered to look again at the work required.

The remaining Matter Arising, as listed on the Agenda (see Minute 85/18) was considered separately for decision as required.

85/18 Tour de France Memorial Stone

The Clerk presented a revised tenancy agreement for the siting of a TdF memorial stone at Sugar Hill.

Resolved: That the Council enter into a tenancy agreement with BMDC for the purpose of siting a memorial stone to the Tour de France at Sugar Hill, and that the Chairman and Vice Chairman be authorised to sign the agreement on behalf of the Council.

The Clerk also reported that the option of applying for a Community Asset Transfer of the whole of the Sugar Hill site had been looked into with BMDC officers, in order that a full improvement scheme for the area could be developed. It was confirmed that the application should be progressed and further reports would be made to future meetings as necessary.

86/18 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 published on the website, that the Chairman be re-appointed as chairman of the Committee, and that Cllrs Mawson, Jerome, Appleyard and Tennant 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 published on the website, that Cllrs Mawson, Jerome, Tennant, Hindle, Flesher and Brady be re-

appointed as members of the Committee, and that Cllr Brady be appointed as chairman of the Committee.

Resolved (4): That the Property and Maintenance Committee be re-appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Hindle, Mawson, Tennant, Smith, Flesher, and Brady be appointed as members of the Committee, and that Cllr Tennant be re-appointed as chairman of the Committee.

Resolved (5): That the Neighbourhood Plan Forum be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website, that three councillors, from amongst whom the chairman of each meeting of the Forum be drawn from time to time, be appointed as members of the Forum, these being, for the time being, Cllrs Naylor, Tennant and Appleyard.

Resolved (6): That the Old School working group be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website, and that Cllrs Mawson, Tennant, Flesher, Brady and Batley be appointed as members, with Cllr Mawson being appointed as the chairman of the working group.

It was noted that Cllr Hindle would act as an adviser to the working group as and when required.

Resolved (7): That a Community Hub Project Steering Group be appointed as a working group of the Council until the date of the next annual meeting with terms of reference as attached to these Minutes as Appendix 1, and that Cllrs Tennant, Appleyard, and Naylor be appointed as members, with Cllr Tennant being appointed as chairman of the working group.

It was further **Resolved (8)** That additional ad hoc working groups of the Council be appointed 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

Grit Bins: Cllrs Smith and Tennant

Data Protection: the Chairman and Cllr Tennant

87/18 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: the Chairman and Cllr Naylor

Totally Locally: the Chairman

Resolved (2): That Cllr Naylor be appointed as a member representative to attend meetings of Bradford Council and Local Council Liaison Group whenever possible from time to time.

It was confirmed that all members would be notified of the dates of branch meetings of YLCA and those available to attend would represent the Council as appropriate.

88/18 Policies and Procedures of the Council

The Council's policies and procedural documents, as available on the website, were reviewed and noted. The Clerk reported that NALC had produced a revised model set of Standing Orders and recommended amendments would be considered at the next meeting.

The Clerk proposed the adoption of a revised data protection and privacy policy, updated in respect of the new requirements of the EU General Data Protection Regulations.

Resolved (1): That a revised Data Protection Policy and Privacy Notices, in the form submitted to the meeting, be adopted with immediate effect and made available on the Council's website.

It was noted that a number of additional data protection policies were being drafted and would be developed by the ad hoc data protection working group for recommendation to Council in due course.

At the invitation of the Chairman, Cllr Tennant proposed an additional policy for the Council as regards the safeguarding of children and vulnerable adults using Council-owned facilities.

Resolved (2): That all groups booking to use Council-owned facilities, the MUGA and related changing room facilities (when available) and the Old School Hub facilities (when available), be required to produce a current certificate of public liability insurance, together with a written statement that all relevant DBS checks had been carried out for members of the group working with children and vulnerable adults, as a condition of use of the facilities, and that confirmation of such certificates be required from regular users on an annual basis.

89/18 Finance Committee

The draft minutes of the meeting of the Finance Committee held on 18 April 2017 were received and noted.

90/18 Neighbourhood Plan Forum

The Notes of the meeting of the Neighbourhood Plan Forum held on 24 April were received and noted.

It was noted that the informal consultation on the Preferred Options draft plan had now been completed and residents' feedback, plus feedback from the business survey, and also final amendments proposed by the Forum, had been drawn together to produce a revised draft, as circulated to members, for the purpose of the formal consultation process. It was reported, however, that comments from the planning authority had not yet been received, and it had been hoped to incorporate any amendments required as a result of their input before

entering the 6-week period of formal consultation. Cllr Tennant, as a member of the Forum, advised the Council that, subject to comments received from BMDC, and in the interests of progressing the plan to completion at the earliest date, it might be necessary to revise the draft further in respect of the exclusion of housing site allocation policies at this stage in the process.

Resolved (1): That feedback reports from residents and businesses, produced following informal consultation on the Neighbourhood Preferred Options Draft Plan, be approved for publication on the Council's website Neighbourhood Plan page.

Resolved (2): That the draft Neighbourhood Development Plan be adopted for the purpose of publicising it, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area, as required by Regulation 14 of the Neighbourhood Planning (General) Regulations 2012, in the form of the draft submitted to the meeting, or as later revised following receipt of comments made by the planning authority, and in particular as revised to exclude the policies for housing site allocations, if considered necessary, and that the Clerk be authorised to process any such amendments accordingly.

Resolved (3): That expenditure up to £200 be approved for the costs of providing a feedback presentation to residents on the development of the Neighbourhood Plan, following the recent informal consultation, and that arrangements be made by the Neighbourhood Plan Forum to organise such a presentation to be held, if possible, at the summer Gala event.

91/18 Planning Applications

Planning Applications were considered as follows:

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|----|--------------|---------------------|--|
| 1) | 18/01559/HOU | 1 Hardwick Cottage | Two storey extension and alterations to workshop and store |
| 2) | 18/01568/HOU | 1 St Leonards Close | Orangery to rear (retrospective) |
| 3) | 18/01580/HOU | 22 Nursery Lane | Single storey rear extension |
| 4) | 18/01679/HOU | 10 Hodgson Fold | Single storey rear extension |
| 5) | 18/01701/HOU | 5 Nursery Lane | Single storey side extension |
| 6) | 18/01718/HOU | 4 Orchard Lane | Single storey garden room extension |
| 7) | 18/01801/LBC | Gate Croft Farm | New windows |

Resolved: That an objection be made in respect of the retrospective planning application for development at 1 St Leonard's Close because of its adverse effects on the residential amenity of a neighbouring property.

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

92/18 Property & Maintenance

- 1) The updated schedules of outstanding maintenance issues were received, and the report of the Lengthsman was received.
- 2) It was noted that a meeting of the Property & Maintenance Committee would be held immediately prior to the next Council meeting in order to give detailed consideration to a number of outstanding issues concerning Council-owned property.

93/18 Annual Governance and Accounting Return (AGAR) 2017/18

The Clerk presented the financial accounts 2017/18, a draft of which had been considered by the Finance Committee at its meeting on 18 April 2018.

The report of the Internal Auditor was noted. 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 AGAR had been correctly stated. Taking these assurances into account, it was

Resolved (1): That the Annual Governance Statement in the AGAR 2017/18 be approved for signature by the Chairman and Clerk.

Resolved (2): That the Accounting Statement in the AGAR 2017/18, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

Resolved (3): That the completed AGAR 2017/18 be submitted to external auditors, Littlejohn LLP.

94/18 Register of Assets

The Clerk presented a register of the Council's asset holdings, updated and restated in line with resolutions passed at the last meeting held on 18 April (Minute 64/18 refers), and this was reviewed and noted.

95/18 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. Bank Reconciliation – end April 2018

The Bank Reconciliation to 4 May 2018 was received and noted.

C. Expenditure Proposal

Resolved: That expenditure up to £100 be approved for two brass plaques to be installed on the gates into the Lower Stamp Hill and Stamp Hill allotment sites, in memory, respectively, of previous allotment managers, Tom Benstead and John Bottomley.

96/18 Consultations and Correspondence

Correspondence received during the month, including email correspondence with a resident as regards the loss of ducks in the village, was noted.

It was noted that the Civic Society were planning to install a final 4 blue plaques this year to complete the village trail, and it was confirmed that the Council would continue to support the project by providing 25% of the costs of each blue plaque. The next plaque was to be unveiled at the Farfield Meeting House on 2 June at 3pm; all councillors were invited to attend.

97/18 Chairman's Remarks and Members' Discussion Forum

The Chairman reported further on matters raised at the Police Surgery, held on 15 May, as discussed at the earlier Annual Parish Meeting, and noted that she intended to bring proposals for a Cold Calling scheme to Council at a future meeting, following further publication of details in the next edition of the village newsletter.

98/18 Date of Next Meeting

The next Meeting of the Council would be held on Wednesday 20 2018 at 7:00pm in the Memorial Hall. Apologies were noted from Cllr Jerome.

99/18 Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting for the consideration of the next item on the agenda (Minute 100/18 below) on the grounds that it relates to confidential personnel matters.

100/18 Salary Scales for Local Council Clerks 2018-20

Resolved: That the recommended NALC Salary Scales for Local Council Clerks 2018-20 be adopted with effect from 1 April 2018.

Meeting closed at 8.45pm.

Chairman