

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 17 OCTOBER 2018 AT 7:00PM

Present

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

In Attendance

Parish Clerk – J Markham
Ward Representative Cllr R Whitaker
PCSOs Barrett and Stronell
Public – 6

187/18 Apologies for Absence

None

188/18 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 item 5 - Old School Capital Project (connected person's interest in Community Library)
The Chairman and Cllr Naylor – Agenda item 5 – Old School Capital Project (as Library Trustees)
Cllr Smith – Agenda item 6(10) – Planning application (connected person's interest in property)
Cllr Tennant – Agenda item 12D – Expenditure proposal (as member of Totally Locally)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

189/18 Public Consultation and Question Time, including Police Matters

PCSO Barrett reported on recent incidents of crime and anti-social behavior in the village. No questions or issues were raised by members of the public present at the meeting.

190/18 Minutes of the Meetings held on 19 September 2018 and 3 October, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meetings held on 19 September and 3 October 2018, having been taken as read respectively, be approved and signed as a true and correct record in each case by the Chairman.

Matters Arising:

Traffic issues – it was reported that a group of residents were continuing to pursue road safety issues on Bolton Rd.

Hoffman Wood -damage to wall – the Police had provided information to insurers and the matter was being progressed.

Removal of tree in Hen Pen – formal notice of the proposed removal of the dead tree had been received from the planning authority.

Trees to rear of Medical Centre – the Trees Officer had been asked to confirm advice on permissible works for cutting back trees.

Complaint – the Clerk reported that the complainant had been notified of the correct procedures to be followed, a written reply had been provided to address the matters raised in the complaint, and confirmation was awaited that the file could now be closed.

Memorial bench at Sugar Hill – the bench was to be installed at a temporary location, as agreed with the village resident concerned.

Retained land issue – a further update was awaited from the Council's solicitor.

Cricket Club lease – negotiations on the lease were being concluded.

The remaining Matters Arising, as listed on the Agenda (see Minutes 191/18-192/18) were considered separately for decision as required.

191/18 Football Club – Use of Pavilion

Cllr Tennant reported on a meeting held with a representative of the Football Club on 11 October. Arrangements for current and future use of the Pavilion by the Club had been discussed. It was noted that, for the remainder of the current season, the existing informal arrangements would continue to apply while the Club completed

outstanding remedial work, but the Club would be charged for cleaning if the premises were not maintained in an acceptable condition. As regards the 2019 season, and until such time as the Club could be established as a registered charity for the purposes of negotiating a lease with the Council, if then considered appropriate, proposals had been put forward for booking arrangements to apply; feedback from Club members had been requested in order to finalise the detail of these arrangements. Cllr Tennant also reported that the Club had requested permission for the installation of new goal posts on the field.

Resolved (1): That progress in discussions with the Football Club as regards future use of the Pavilion be noted.

Resolved (2): That retrospective permission be granted to the Football Club for the installation of new goal posts on the amenity field off Stockinger Lane.

192/18 Forthcoming Events

It was reported that the Gala Queen and local residents nominated to switch on the Christmas lights had been invited to attend. At the invitation of the Chairman, Cllr Tennant reported on proposals to enhance the lights display.

Resolved: That expenditure of up to £2500, as included in the Budget for Events and Celebrations 2018/19, be authorised for the purpose of organising a new Christmas light display in the Hen Pen.

Cllr Tennant noted that he was to hold discussions with the existing Christmas lights supplier and with the electrician to finalise details.

193/18 Old School Capital Project and Library Accommodation

The Chairman reported that, following the successful grant award of £50,000 made to the Library by the Garfield Weston Anniversary Fund, the capital works would be progressed as soon as the outstanding applications made to two other major funding bodies had been decided.

194/18 Planning Applications

Planning Applications were considered as follows:

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|-----|----------------|----------------------|--|
| 1) | 18/03835/HOU | 37 Moor Park Drive | Decking to rear |
| 2) | 18/04028/HOU | 6 St Leonards Close | Rear extension to conservatory |
| 3) | 18/03888/LBC | 2 Farfield Cottages | Alterations to form new doorways and terrace |
| 4) | 18/03949/LBC | 14 Old Lane | Replacement windows and door |
| 5) | 18/04081/HOU | 2 Holme Ings | Single storey rear extension |
| 6) | 17/04871/SUB01 | Overgate, Croft Barn | Details re conditions on permission ref 17/04871/FUL |
| 7) | 18/04069/FUL | Ye Old Stone House | Conversion and extension |
| 8) | 18/03899/HOU | 7 Abbey Close | First floor rear extension |
| 9) | 18/04223/HOU | 2 Gill Close | Single storey extension |
| 10) | 18/03927/HOU | 21 St Michaels Way | Side and front extensions |
| 11) | 17/01719/NMA01 | 31 Bark Lane | Non-material amendment to 17/01719/FUL |
| 12) | 18/04215/HOU | 160 Main St | Replacement of side extension |
| 13) | 18/04401/PNH | 34 Browsfield Rd | Extension works |

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

195/18 Addingham Neighbourhood Plan

Cllr Naylor reported that, following the extraordinary meeting of the Council held on 3 October for the purpose of approving the revised draft Plan and draft Consultation Statement, the documents had been finalised with planning consultants. A meeting with a senior planning officer had been held to clarify any outstanding matters, and the documents had been submitted to the planning authority under Regulation 15 of the 2012 Planning Regulations.

Cllr Naylor also commented that recent correspondence between MP John Grogan and planning officers had indicated the time-consuming and costly nature of the additional work which would be required by a parish council seeking to allocate housing sites through the neighbourhood planning process, effectively affirming the decision taken by the Council to progress the Addingham Plan without housing site allocations as the best means of achieving an adopted Plan in a reasonable timescale at this point in time. The Clerk was asked to post a statement to this effect on the Council website.

196/18 Property & Maintenance

An update on maintenance matters, together with the report of the Lengthsman, was received and noted. It was noted that the door to the disabled toilet on the Pavilion extension had been damaged in high winds, and urgent repair works had been authorised.

Other matters were discussed and agreed as follows:

- Uneven paving stones near the Memorial – to be reported to BMDC
- Picnic bench near MUGA – to be relocated before the winter by Cllrs Tennant, Mawson, Hindle and Flesher, with the assistance of the Lengthsman
- Fallen tree on public footpath at Marchup Beck (removed by BMDC) – Beck Stewards to be asked to monitor risk of debris blocking the beck
- Repair of suspension bridge over R.Wharfe – further signage of footpath closure to be requested from BMDC and North Yorks CC.

197/18 Wharfedale Greenway

The Feasibility Report on potential routes for the Wharfedale Greenway was received and discussed.

Resolved: That the Feasibility Study for the development of the Ilkley-Addingham Wharfedale Greenway be noted.

198/18 Policies and Procedures

1) A revised Complaints Policy, updated in line with NALC policy documents and sector guidance, had been circulated to Members and published on the Council's website.

Resolved (1): That a revised Complaints Policy, updated in line with sector guidance and in the form as published in Meeting Papers on the Council's website, be approved with immediate effect.

2) The Conduct of Meetings procedures were reviewed in the light of recent practices.

Resolved (2): That amendments to the Conduct of Meetings procedures, to require prior notice of issues to be raised by members of the public, be approved, and that the Clerk be authorised to prepare, print and publish updated procedural notices for use at all future Council and committee meetings.

3) A procedural note for the handling of Council correspondence was received.

Resolved (3): That draft procedures for the Handling of Council Correspondence, as published in Meeting Papers on the Council's website, be approved with immediate effect.

199/18 Action Plan 2019/20

The draft Action Plan 2019/20, drawn up to inform the budget-setting process for the next financial year, was presented to the meeting. The draft Action Plan was received, and referred for further discussion at the next meeting of the Finance Committee. Members were requested to send any further comments to the Clerk.

200/18 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.

The Clerk's overtime claim for September 2018 was also presented to the meeting and approved for signature by the Chairman.

B. Bank Reconciliation – end September 2018

The Bank Reconciliation to 8 October 2018 was received and noted.

C. External Audit

The Clerk reported that the external audit 2017/18 had yet to be completed as the auditor was to investigate "challenge correspondence" received from 2 local electors. The cost of this investigation, to be met by the Council, and set on the basis of the auditor's hourly rate (of up to £355), was noted.

D. Expenditure Proposal

A request from Totally Locally for funding support towards the costs of the Christmas market was received.

Resolved: That a donation of £850 be made to Totally Locally for expenditure on the Christmas market 2018.

E. Salaries – Direct Debit

Resolved: That the monthly salary bill be paid by direct debit and that the necessary formwork be executed by the Chairman and Clerk on behalf of the Council.

201/18 Consultations and Correspondence

Correspondence received during the month, including information on the Ilkley Parking Review, was noted.

202/18 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 21 November 2018 at 7:00pm in the Memorial Hall.

203/18 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 204/18 below) on the grounds that it relates to confidential personnel matters.

204/18 Salary Review 2018

A schedule setting out current and proposed expenditure on salaries and contracts was discussed, and would be used to inform the draft budget for expenditure on staffing costs 2018/19.

Meeting closed at 8.20pm.