

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 21 NOVEMBER 2018 AT 7:00PM

Present

Cllrs: Appleyard, Batley, Brady, Flesher, Jerome, Hindle, Mawson (Vice-Chairman, in the Chair) and Smith

Absent

The Chairman, Cllrs Naylor and Tennant

In Attendance

Parish Clerk – J Markham

Public – 5 to Minute 213/18, then 4

205/18 Apologies for Absence

Received from Cllrs Coates, Naylor and Tennant; reasons for absence approved.

206/18 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)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

207/18 Public Consultation and Question Time, including Police Matters

No questions or issues were raised by members of the public present at the meeting.

208/18 Minutes of the Meeting held on 17 October 2018, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 17 October 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Hoffman Wood -damage to wall – the wall had now been repaired and the contractor paid by insurers.

Door to disabled toilet at Pavilion – a new door had been installed.

Removal of tree in Hen Pen – the tree had been removed by BMDC.

Trees to rear of Medical Centre – advice from the Trees Officer was awaited.

Closure of footbridge over R.Wharfe – NYCC had been requested to replace signage at start points on walking routes.

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.

Wharfedale Greenway – the Clerk reported, for information, on a Steering Group meeting held earlier in the day. A consultation event was due to be held in Ilkley in March 2019. Members expressed continuing support, in principle, for the development of the Greenway project.

The remaining Matters Arising, as listed on the Agenda (see Minutes 209/18-210/18) were considered separately for decision as required.

209/18 Complaint

An informal meeting had been held with the complainant on 13 November. Copies of the original complaint and the Clerk's written response, together with agreed notes of the informal meeting, had been circulated to members.

The Vice-Chairman read out a statement by the Council and it was noted that the complainant wished to place on the public record two matters relating to the neighbourhood planning process – first, that a statement made to Council by Cllr Tennant on the potential availability of £1m in CIL monies was a key reason for the decision made by Council in June (Minute 104/18 refers) to revise the Neighbourhood Plan; secondly, that non-councillor volunteer members of the Forum had considered that the planning authority's requirements for work on the preferred options draft Plan were not onerous and could be met; also that the volunteers were unhappy not to have been invited for prior consultation on proposals to revise the Plan. The Clerk's response to these matters was confirmed, in that, as far as the first issue was concerned, the possibility of accessing CIL monies had been

only one of the factors taken into account by Council in June, and that, in any event the statement had later been corrected and an apology issued (Minute 126/18 refers). As far as the second matter was concerned, given that events had moved on since June, it was now clear that the advice from consultants provided to Council on the difficulties and delays that would have resulted, if the Parish Council had decided to take forward work on the preferred options draft Plan (containing housing site allocations), had been correct (Minute 195/18 refers), and that, in spite of the views of some of the Forum volunteer members, decisions taken at the time had been entirely justified. It was noted, finally, that the matters raised in the complaint, including the issue of involving the Forum in the decision-making process, had also been answered publicly in the Consultation Statement, now published alongside the draft Plan for Regulation 16 consultation.

Resolved: That no further action be taken as regards the complaint made against the Council concerning the recording of decisions taken during the neighbourhood planning process in June 2018, and that the file on the matter be now closed.

210/18 Christmas Event

Final arrangements for the event, to be held on 24 November, were discussed and agreed.

Resolved: That a donation of £75 be provided to Skipton Brass Band for playing at the Christmas Event 2018.

211/18 Old School Capital Project and Library Accommodation

The Clerk reported that formal decisions on outstanding grant applications were expected shortly.

Resolved: That a meeting of the Old School Working Group be convened to be held in early December for the purpose of holding a pre-contract meeting with the selected contractor.

212/18 Finance Committee

The draft minutes of the meeting of the Finance Committee held on 14 November 2018, together with a tabled revised draft of the Budget 2019/20, as amended by the Finance Committee, were received and noted. The Committee's review of the risk assessment policy and reports was received and approved. The recommendations of the Committee were considered.

Resolved (1): That the Council's insurances be renewed for a three year period, with effect from 13 January 2018, with Zurich Insurance, for a premium cost per annum of £1141.31 and that the Clerk be authorised to arrange payment and complete the necessary paperwork on behalf of the Council accordingly.

Resolved (2): That the level and costs of overtime worked by the Clerk during the half year to end September and to date, specifically in handling potentially vexatious correspondence, complaints and freedom of information requests from 3 members of the public, be noted, and that a review of the correspondence log be carried out by the Chairman, in consultation with the Vice-Chairman, in accordance with the procedures set out in the policy for dealing with public correspondence and FOIs dated 17 October 2018.

Resolved (3): That, in the light of the Autumn Budget announcements, further consideration be given to the annual salaries budget, and that pursuant to Standing Order 10(a)(xi), this be taken as the next item of business to be considered (in the absence of press and public) forthwith.

213/18 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 214/18 below) on the grounds that it relates to confidential personnel matters.

214/18 Salaries Budget 2019

Pursuant to Resolution 212/18(3) above, the salaries budget 2019/20, as discussed at the previous Council meeting (Minute 204/18 refers), was reviewed.

Resolved: That the hourly rate and hours per week of the Caretaker & Bookings Clerk be increased to accommodate national standards and to reflect increased responsibilities, that additional overtime payments be considered for approval on an ongoing basis, as and when considered necessary by the Clerk for the effective performance of the duties of the role, and that the Clerk be instructed to make amendments, as necessary, to the draft Budget Statement 2019/20 to be considered at the next meeting in December.

Members of the public were invited to rejoin the meeting.

215/18 Planning Applications

Planning Applications were considered as follows:

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|----|--------------|-------------------------|---|
| 1) | 18/04387/HOU | 19 Southfield Terrace | Single storey side extension (in place of sunroom) |
| 2) | 18/04423/FUL | Briarfield, Turner Lane | Constr of agricultural building (retrospective – kennels and cattery) |
| 3) | 18/04457/FUL | Swallow Hse, Cocking | Extension to provide new stable |
| 4) | 18/04469/CLP | 30 Coppy Rd | Single storey rear extension |
| 5) | 18/04568/HOU | 16 St Johns Ave | Extensions for side and rear |
| 6) | 18/04716/HOU | 1 Green Lane | Two storey side extension (in place of existing single storey ext) |
| 7) | 18/03175/HOU | 1 Cross End Fold | Notice of Appeal – Retrospective appn for sunroom extension |

Resolved: That an objection be made to the planning authority as regards the proposed development at 16 St Johns Avenue on the grounds that it would lead to overlooking and loss of privacy for neighbouring properties, to the detriment of local residential amenity.

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

216/18 Addingham Neighbourhood Development Plan

It was reported that the final formal consultation on the draft Plan was now in progress and comments were to be made to BMDC by noon on 9 January 2019.

Now that the main purpose of the Neighbourhood Plan Forum, as set out in its Terms of Reference, had been completed, Cllr Appleyard proposed the dissolution of the Forum and the appointment, in its place, of a working group to be tasked with taking forward the work of reviewing the Plan and progressing its actions.

Resolved (1): That the Neighbourhood Plan Forum be dissolved with immediate effect.

Resolved (2): That a Neighbourhood Plan Review 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, that three councillors, from amongst whom the chairman of each meeting of the Group be drawn from time to time, be appointed as members of the Group, these being, for the time being, Cllrs Naylor, Tennant and Appleyard, and that the Group be given powers to co-opt non-councillor members, as required from time to time, to serve as community volunteers on the Review Group.

217/18 Property & Maintenance

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted. The Clerk reported on a recent incident at the Pavilion in which a resident's car had been damaged. This was being handled with insurers. The Clerk was asked to investigate the costs of providing lighting in the Pavilion car park area to the path down to the Memorial Hall, and report back to the next meeting.

The Clerk further reported on the disposal of waste at the Pavilion site.

Resolved: That a trade waste bin be provided at the Addingham Scout Hut and Sports Pavilion for use by its tenants, sub-tenants and other occupiers, and that the tenants of the Scout Hut and occupiers of the Sports Pavilion be requested to contribute to the costs accordingly.

218/18 Use of Pavilion by Football Club

It was reported that a response from the Football Club was still awaited as regards arrangements for booking the facility next season.

In the meantime, the premises had been cleaned for the Club, with a view to ensuring appropriate maintenance of its condition during the current season. Discussions had also been held with the Football Club as regards the safe storage and/or removal of equipment left outside the building.

Resolved (1): That the Council take responsibility for cleaning the Sports Pavilion on a weekly basis, and that the occupiers of the building be invited to contribute to the costs accordingly.

Options for cleaning the areas of the facility used jointly by the Football Club and Addingham Scouts would be kept under review.

Resolved (2): That the Football Club be required to remove their unused mower attachment from the grassed area outside the Pavilion, and to agree arrangements for safe storage of their new goalposts when not in use with immediate effect.

219/18 Low Mill Viewpoint

A proposal from the Civic Society for the improvement of the Low Mill Viewpoint site was received and discussed. It was agreed that members of the Property & Maintenance Committee would discuss the proposals further with the Civic Society, when the broken railings on the riverbank had been repaired.

220/18 MUGA - Charging Policy

Item deferred to next meeting when Cllr Tennant present.

221/18 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including an order for payment authorised under Fin Reg 4.1 by the Clerk in consultation with the Chairman, and also including payments authorised at the meeting, be approved, and cheques signed as required.

The Clerk's overtime claim for October 2018 was presented and approved for signature by the Chairman outside the meeting.

The month's expenses claim was discussed, and in the light of higher than usual telephone expenses, the Clerk was asked to look into the costs of providing a Council-owned mobile for her use as an employee. A report would be made to the next meeting.

B. Bank Reconciliation – end October 2018

The Bank Reconciliation to November 2018 was received and noted.

C. Expenditure Proposals

Proposals for expenditure were received.

Resolved (1): That payment of up to £60 be approved for the purchase of a new Union Jack flag.

A village resident, present at the meeting, offered to pass details of a local flag supplier to the Clerk.

Resolved (2): That payment of c.£100 be approved for new signage at Marchup Beck bridge.

The wording for the sign would be confirmed by councillors.

222/18 Consultations and Correspondence

Correspondence received during the month, including an update on developments at the Olicana caravan park, a report on the funding of bowling clubs in 2019/20, and an invitation from Burley Parish Council to a Christmas event on 10 December, was noted. The draft plan of the Fire & Rescue Service 2019-22, circulated to district councillors for consultation, was received. The Council welcomed news that the A59 at Kex Gill was to re-open over the Christmas period. The Clerk reported that an interim reply had been sent to a recent freedom of information request pending receipt of further advice from YLCA.

223/18 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Emergency Plan – temporary arrangements had been agreed for a power supply for walkie-talkies, until the Old School could be re-opened
- High Mill Tipping – a follow-up letter had been sent to the Environment Agency to be progressed through the 4Becks Project

The Vice-Chairman requested a report on wall repairs on Silsden Rd at the next meeting.

An update on the budget process at BMDC would also be provided to the next meeting.

Members noted the success of the recent event held to celebrate the Civic Society's 40th anniversary, and the Council thanked the Society for all their work in the village.

224/18 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 19 December 2018 at 7:00pm in the Memorial Hall.

Meeting closed at 8.35pm.

Chairman