

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 19 DECEMBER 2018 AT 7:00PM

### **Present**

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

### **Absent**

Cllrs Batley and Naylor

### **In Attendance**

Parish Clerk – J Markham

PCSO Barrett (to Minute 231 only)

Public – 11

### **225/18 Apologies for Absence**

Received from Cllrs Batley and Naylor; reasons for absence approved.

### **226/18 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:**

Cllrs Coates – Agenda item 6 – Old School Capital Project (as trustee of Community Library)

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

#### **Disclosable Pecuniary Interests:**

None

#### **Dispensation requests received:**

None

### **227/18 Public Consultation and Question Time, including Police Matters**

PCSO Barrett reported that there had been no incidents of priority crime in Addingham since the date of the last meeting, and, in response to a question, commented that incidents involving graffiti seemed to have been dealt with satisfactorily.

At the invitation of the Chairman, a representative of the Civic Society's Environment Group introduced, for information, a paper on the village's carbon footprint. Cllr Tennant offered to take part in further discussions on the matter at the Group's meetings.

A member of the public present at the meeting proposed a vote of thanks to the Parish Council and its staff for their hard work on behalf of the village during the year, particularly in relation to the Old School project.

### **228/18 Minutes of the Meeting held on 21 November 2018, and Progress Report, for information only, on Matters Arising from the Minutes**

**Resolved:** That the Minutes of the Meeting held on 21 November 2018, having been taken as read, be approved and signed as a true and correct record by the Chairman.

#### **Matters Arising:**

**Low Mill Viewpoint** – the railings repair and site ownership issues were being followed up.

**Incident at Pavilion car park** – an insurance claim had been submitted on behalf of a third party claimant.

**Trade waste bin** – a bin had been ordered for the Pavilion site.

**Insurances** – policies had been transferred to Zurich, under a 3-year term agreement, to take effect from 13 January.

**Signage at Marchup Beck bridge** – wording for the new sign was to be determined.

**Lighting at Pavilion car park** – an initial quotation for lighting the car park and footpath was received. Cllrs Tennant and Smith offered to give further consideration to requirements and report back to a future meeting.

**MUGA charging policy** – Cllr Tennant commented on the current charging policy which would be reviewed further as necessary.

**Office phone** – a report would be made to the next meeting.

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

**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** – the Council's solicitor expected the matter to be resolved early in the New Year.

**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. Ilkley Town Council were to continue work on options for the route through the town, before the public consultation could be organised.

*The remaining Matter Arising, as listed on the Agenda (see Minute 229/18 below) was considered separately for decision as required.*

### **229/18 Review of Correspondence**

The Chairman reported that, pursuant to the Council's procedures for dealing with correspondence from the public, and as agreed at the last meeting (Minute 212/18(2) refers), she and the Vice-Chairman had carried out a review of the file of correspondence, including complaints and freedom of information requests, handled by the Clerk in responding to three local residents over the period January 2016 to date. An oral report on the findings of the review was received. It had concluded that correspondence with two of these residents in particular had become excessive in terms of the volume, frequency, and repeated and persistent nature of the contacts, and that dealing with it had become unduly onerous in terms of the disproportionate and unjustified commitment of officer time and expense on an ongoing basis over a significant period of time.

The findings of the review had been considered in the context of the patterns of behaviour of the two main complainants/requesters over the period, and with reference to the provisions of the Council's Vexatious Policy.

**Resolved:** That the findings of a review of correspondence between the Council and three local residents from January 2016 to date be noted, and the conclusions of the Chairman and Vice-Chairman be supported, and that, in respect of outstanding responses to the correspondents, the Clerk be instructed to refuse, as vexatious, the freedom of information request, and otherwise and in respect of ongoing correspondence to notify the correspondents concerned that continuing contact on the matters identified would serve no useful purpose, and that the Council would not engage in further correspondence on the issues as listed in the review.

### **230/18 Old School Capital Project and Library Accommodation**

The Clerk reported that grants had now been offered by the Big Lottery Fund, the offer letter having been counter-signed by the Chairman and Clerk on behalf of the Council on 10 December, and by the LEADER fund, bringing the total grant funds raised to date for the main capital works on the Old School to £126,228. The funding offers were welcomed, and actions taken to date to confirm arrangements with funding bodies were ratified.

A report on the pre-contract meeting held on 13 December between the contractors, project manager (architect) and engineer, and involving members of the Old School Working Group, was received and noted.

**Resolved (1):** That the offer of funding from LEADER for improvement works to the Old School be accepted on the basis of the terms set out in the Agreement Document dated 28 November, and that the agreement be signed forthwith by the Clerk, Chairman and Vice-Chairman of the Council.

**Resolved (2):** That contracts be entered into with Woolers Builders Ltd for the works to repair and improve the Old School for a total capital cost of £117,723 (including roof repairs, and on the basis of tendered documentation and pre-contract quotations received to date), and that the Chairman be authorised to sign the documentation on behalf of the Council.

It was noted that works were due to start on site on 21 January 2019 and to be completed on 31 March 2019.

### **231/18 Budget Statement and Precept 2019/20**

In the absence of Cllr Naylor, the Clerk and Cllr Tennant reported briefly on BMDC's proposed cutbacks in services, as indicated during consultations on the draft Budget proposals 2019/20. It was agreed to defer consideration of the draft Budget Statement, pending further review by the Finance Committee of recommendations concerning contingency provisions and other issues, including the implementation of decisions taken, arising from the Finance Committee's recommendations, at the meeting on 21 November (Minute 214/18 refers).

The Clerk was instructed to make arrangements for the Finance Committee to meet early in January, and to bring forward the draft Budget Statement and Precept recommendations, adjusted as necessary, to the next Council meeting.

The revised NALC pay scale for Local Council Clerks 2019/20 was received.

**Resolved:** That the Clerk's salary 2019/20 be calculated in accordance with the recommended pay scales set by NALC 2019-2020 and that the rate be set with reference to SCP29.

### **232/18 Hub Steering Group**

The draft notes of the meeting of the Hub Steering Group held on 14 December 2018 were received and noted.

The progress being made by the Group in planning for the new Hub was welcomed, and it was noted that further discussions were being held as regards revised requirements for equipment for the Hub.

### **233/18 Neighbourhood Plan Review Group**

The draft notes of the meeting of the Review Group held on 14 December 2018 were received and noted. It was reported that the consultation period on the Regulation 16 Draft Plan had been extended to 16 January.

### **234/18 Planning Applications**

Planning Applications were considered as follows:

- |    |              |                 |   |
|----|--------------|-----------------|---|
| 1) | 18/04794/FUL | Darkwood House  | Alterations to approved house types on plots 6, 7, 10 |
| 2) | 8/05176/LBC  | High House Farm | Replacement windows and roof alterations              |

No comments were to be made to the planning authority.

### **235/18 Property & Maintenance**

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted. A dog fouling sign was requested for a site near the Crown, and Cllr Hindle undertook to organise this. Cllr Flesher noted that the post securing the gate to the Pavilion car park had been repaired.

### **236/18 Use of Pavilion by Football Club**

It was reported that, while a number of issues remained outstanding with the Football Club, a request had been received from the tenants and occupiers of the Pavilion for a meeting with the Council. The Clerk was asked to make arrangements for meetings to be held with the footballers and separately with the scouts as soon as possible. The Chairman, together with Cllr Mawson and Tennant, offered to attend on behalf of the Council.

### **237/18 External Audit Queries**

The Clerk reported that a detailed response to queries raised during the audit of the 2017/18 accounts by challenge correspondents had been prepared, and a draft letter to the auditors had been circulated to members. **Resolved:** That a letter with detailed attachments responding to challenge correspondence queries raised with the external auditor in relation to the 2017/18 financial accounts be approved, and that the Clerk be authorised to submit the documents to the auditor accordingly.

### **238/18 Other Financial Matters**

#### **A. Invoices for payment**

**Resolved:** That the presented list of accounts paid and invoices due for payment, including payments authorised at the meeting, be approved, and cheques signed as required.

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

#### **B. Bank Reconciliation – end November 2018**

The Bank Reconciliation to 10 December 2018 was received and noted.

#### **C. Expenditure Proposals**

Proposals for expenditure were received.

**Resolved (1):** That a grant payment of £350 be made to the Bowling Club towards the costs of re-tiling the verandah.

**Resolved (2):** That, in principle, the Council support the provision of 4 defibrillators in the village by financing the replacement of batteries, as and when required, and that the First Responders be invited to submit a bid for funds prior to the setting of the Budget for each financial year.

It was agreed to give further consideration to requirements for a new vacuum cleaner for use in the Old School. A report would be made to the next meeting.

#### **D. Trade Waste Bin – Direct Debit**

**Resolved:** That the monthly payment for the trade waste bin at the Pavilion site be paid by direct debit and that the necessary formwork be executed by the Chairman and Clerk on behalf of the Council.

### **239/18 Consultations and Correspondence**

Correspondence received during the month, including an update on the Ilkley Half-Marathon in July 2019, and also correspondence from a local resident as regards financial controls, was noted. The annual report of the Community Library was received.

### **240/18 Chairman's Remarks and Members' Discussion Forum**

The following matters were discussed:

- Emergency Plan – the Chairman reported on progress and noted that training opportunities for volunteers were being researched.
- Silsden Rd wall repairs – a spokesman for Ward Representative Cllr Whitaker provided a progress report. The Vice-Chairman requested a fuller update and agreed to send detailed questions to Cllr Whitaker.

### **241/18 Date of Next Meeting**

The next Ordinary Meeting of the Council would be held on Wednesday 23 January 2019 at 7:00pm in the Memorial Hall.

Meeting closed at 8.25pm.

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Chairman