

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 23 JANUARY 2019 AT 7:00PM

Present

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

Absent

Cllr Mawson

In Attendance

Parish Clerk – J Markham

Ward Cllr Whitaker

Public – 11

1/19 Apologies for Absence

Received from Cllr Mawson; reasons for absence approved.

2/19 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 5 – Old School Capital Project (as trustee of Community Library)

Cllr Hindle – Agenda item 5 - Old School Capital Project (connected person's interest in Community Library)

Disclosable Pecuniary Interests:

Cllr Coates – Agenda item 15A – Invoices for payment (reimbursement of expenses)

Cllr Hindle – Agenda item 15A – Invoices for payment (reimbursement of expenses)

Dispensation requests received:

None

3/19 Public Consultation and Question Time, including Police Matters

Concerns emailed to the Clerk by a member of the public as regards an abandoned vehicle on Burns Hill would be brought to the attention of the Police.

Cllr Whitaker gave an update on works by BMDC Highways contractors to repair the walling on Silsden Rd and at Marchup Beck bridge, and outlined their plans for future works in the village.

No matters were raised by members of the public present at the meeting.

4/19 Minutes of the Meeting held on 19 December 2018, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 19 December 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 Civic Society was discussing possible improvements to the site with its owner.

Signage at Marchup Beck bridge – the new signs were to be installed once contractors had completed the work and replaced the walling and gate to the site.

Office phone – it was reported that a contract in the name of the Council was not available. Phone expenses would continue to be reimbursed to the Clerk as necessary.

Trees to rear of Medical Centre – advice from the Trees Officer was received and noted, and the trees would be looked at again by members of the Property & Maintenance Committee.

Memorial bench at Sugar Hill – the bench had been temporarily installed at the site.

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

External audit queries – the investigation was ongoing and the auditor's report was awaited.

Wharfedale Greenway – the Clerk reported that work continued with consultants to explore options for a route through Ilkley.

The remaining Matter Arising, as listed on the Agenda (see Minute 5/19 below) was considered separately for decision as required.

5/19 Caretaker - Expenditure Proposal

Resolved: That a replacement vacuum cleaner be acquired for use by the Council Caretaker for a cost, as quoted, of £292 and that the Clerk be authorised to place an order accordingly.

Resolved: That a contract be set up for supply of the new vacuum cleaner and cleaning supplies with Trevor Iles Ltd and that the necessary formwork be executed by the Clerk on behalf of the Council.

6/19 Old School Capital Project and Library Accommodation

It was reported that works had now commenced on site and a first site meeting had been held with the architect and contractors. Work continued to develop plans for the new Hub, with the next Steering Group meeting due to be held on 25 January.

7/19 Budget Statement and Precept 2019/20

Following initial discussions held at the last meeting (Minute 231/18 refers), and in the light of informal feedback from members of the Finance Committee, further consideration was given to the draft Budget Statement. Members were aware that, together with the annual salary statement (as now adjusted as a result of decisions taken at the November meeting – Minute 214/18 refers), and list of regular payments, the draft Budget had been formally considered by the Finance Committee at its meeting on 14 November.

Cllr Naylor reported on BMDC's draft Budget proposals 2019/20, and the potential impact in terms of proposed cutbacks in services, including street cleaning services, was noted.

Resolved (1) That the draft Budget 2019/20, a copy of which is attached to these Minutes as an Appendix, be approved, and that it be used as the basis for setting the Parish Precept 2019/20 in order that sufficient funds be made available for budgeted expenditure, taking account of the level of funds available as carried forward from the previous financial year, but including contingency for the ongoing requirements of taking forward the Old School/Hub project and including an increase in the salaries budget to provide for additional staffing resource (as required under the terms agreed for offer of grant from the LEADER fund - Minute 230/18(1) refers), and also contingency provision for increased costs in services potentially arising as a result of cutbacks by the District Council, 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 2019/20 to provide in full for budgeted requirements and contingency provisions 2019/20 (Resolution 1 above refers), all funds currently held in bank reserves be set aside, first for expenditure on the maintenance and improvement of community Council-owned assets, including capital expenditure on equipment and furnishings, and for the improvement of the amenity value of village areas, and secondly, in the light of funding constraints affecting services currently provided by BMDC, with a view to ensuring sufficient contingency provision to cover any potential but unbudgeted requirements for the introduction of new services during the course of the financial year.

With reference to contingency arrangements for expenditure on the Neighbourhood Plan going forward, the Chairman introduced a proposal to vire funds as budgeted in the current financial year in order to ensure flexibility for the Neighbourhood Plan Review Group in planning the future work programme.

Resolved (3): That £3000 be vired from the contingency budget 2018/19 to the budget for the Neighbourhood Plan 2018/19 with immediate effect.

8/19 Planning Applications

Planning Applications were considered as follows:

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|----|--------------|-----------------------|--|
| 1) | 18/05373/HOU | Overgate Croft | Construction of 2 storey extension |
| 2) | 18/04857/LBC | 12 The Rookery | Replacement windows |
| 3) | 18/05425/FUL | Swallow Hse Cocking L | Extension of stable block |
| 4) | 19/00023/LBC | Moorview, Cocking L | Replacement windows and internal alterations |
| 5) | 19/00142/HOU | 43 Moor Park Drive | Rear extension and loft conversion |
| 6) | 19/00246/PNH | 34 Browsfield Rd | Constr of single storey extension |
| 7) | 19/00254/HOU | 7 St Ians Croft | Constr of single storey rear extension |

Resolved: That an objection be sent to the planning authority in response to the consultation on the application for development at 43 Moor Park Drive on the grounds that it would lead to an over-development of the site to the detriment of the residential amenity of neighbouring properties.

No other comments were to be made to the planning authority.

9/19 Property & Maintenance

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted. A report on incidents of anti-social behaviour at the pavilion site was discussed.

Resolved (1): That with immediate effect, the gate to the car park off Stockinger Lane be kept locked and keys issued to the users of the Pavilion only, and that the Clerk be authorised to buy padlocks and order appropriate signage up to a cost of £50 for display at the site.

At the invitation of the Chairman, councillors reported on maintenance matters as follows:

- Cllr Hindle reported on proposals to repair the gatepost at Big Meadow Drive, and the Clerk was asked to invite quotations for consideration at the next meeting.

- Cllr Smith reported on a review of the provision of grit bins in the village, and it was noted that this would continue to be monitored.

- Cllr Flesher reported that the picnic table below the MUGA was ready for removal to a new location on the site, and the Clerk was asked to invite quotations for its reinstallation so the matter could be considered further at the next meeting.

10/19 Use of Pavilion by Football Club

It was reported that a constructive meeting had been held with the Football Club, and terms for hire of the premises for the next season's games (beginning in July 2019) had been discussed, together with a number of outstanding maintenance issues.

Resolved (1): That a discounted letting fee of £250 per block booking of 10 sessions be formally offered to the Football Club in line with standard terms and conditions of booking.

Resolved (2): That the Football Club be required to store their goal posts safely, as previously directed, and also to remove the unused mower attachment from the site, both by 30 January.

The Clerk was instructed to advise the Club accordingly, and it was agreed that, while awaiting confirmation of initial agreement of terms and booking dates by the Club, interest from other sports groups in the village for use of the facilities when available should be assessed.

11/19 Green Spaces and Wildflower Project

At the invitation of the Chairman, a member of the Environment Group presented a paper on the Green Spaces and Wildflower Project.

The paper was welcomed, and it was agreed to continue working with the Environment Group on their proposals. The Chairman would continue to liaise with the Group on the 4Becks Project, and Cllr Tennant offered to liaise with them as regards proposed development of the playing field areas.

12/19 Elections 2019

The timetable for the local council elections to be held in May was received and noted.

13/19 Spring Newsletter

The Clerk reported that the next edition of the Newsletter was being finalised.

Resolved: That costs of up to £1760, as quoted, for printing the Spring edition of the village newsletter be approved.

14/19 Legal Matters – Retained Land Issue

The Clerk reported that the errors made by solicitors working for the Council at the time of sale of land for development of the Medical Centre had now been corrected at the solicitors' own expense.

Resolved: That the terms of a deed of variation concerning the correction of documents and plans relating to the sale of land for the Medical Centre be approved, and that the Chairman and Clerk be authorised to sign it on behalf of the Council; further, that the terms of a letter confirming the completion of matters to draw up the deed be approved, and that the Council's solicitor be authorised to sign it on behalf of the Council.

15/19 Policies and Procedures

The Clerk introduced a proposal for the adoption of a formal written Equality and Diversity Policy.

Resolved: That an Equality and Diversity Policy be approved, in the terms as submitted to the meeting.

Having declared an interest in the next item on the agenda, the Chairman and Cllr Hindle withdrew from the meeting.

16/19 Election of Chairman of Meeting

In the absence of both the Chairman and Vice-Chairman of the Council, it was

Resolved: That Cllr Tennant be elected as Chairman of the meeting with immediate effect.

17/19 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 December 2018 was presented and approved for signature by the Chairman.

The Chairman and Cllr Hindle rejoined the meeting, and the Chairman resumed the Chair.

B. Bank Reconciliation – end December 2018

The Bank Reconciliation to 7 January 2019 was received and noted.

C. Monitoring Statement

The Monitoring Statement to 31 December 2018 was received and noted, in the light of the decision made as regards virement of funds earlier in the meeting (Minute 7/19 (3) refers).

18/19 Consultations and Correspondence

Correspondence received during the month, including notice from the Wednesday Club of a coffee and pancake morning on 16 February in the Methodist Chapel, was noted.

19/19 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Emergency Plan – technical equipment to be located in the Old School, when re-opened, for use during an emergency was being investigated and options for staff training had been put forward.
- BMDC Ward Plan – an update meeting had been held with the liaison officer.
- Kex Gill – an update on the roadworks at Kex Gill was received.

20/19 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 21/19 below) on the grounds that it relates to confidential personnel matters.

21/19 Council Caretaker – Terms and Conditions of Employment

The terms and conditions for employment of the Caretaker were discussed and would be reviewed further outside the meeting.

22/19 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 27 February 2019 at 7:00pm in the Memorial Hall.

Meeting closed at 9.15pm.

Chairman