

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 27 FEBRUARY 2019 AT 7:00PM

### **Present**

Cllrs: Appleyard, Batley, Brady, Coates (Chairman), Flesher, Jerome, Hindle, Mawson, Naylor, Smith and Tennant (to Minute 30/19 only)

### **Absent**

None

### **In Attendance**

Parish Clerk – J Markham  
PCSOs Hunt and Thomas  
Public – 11

### **23/19 Apologies for Absence**

None

### **24/19 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 Flesher – Agenda items 4 and 11A – Quotation for maintenance work and Invoice for payment

Cllr Hindle – Agenda item 11A – Reimbursement of expenses

#### Dispensation requests received:

None

### **25/19 Public Consultation and Question Time, including Police Matters**

PCSO Thomas gave an update on incidents of crime in the area in the past month, noting that there had been one incident of theft involving vehicle registration plates. Complaints regarding parking near the primary school had been followed up, and parking on Main St near the Sailor pub would be monitored.

At the invitation of the Chairman, the Labour candidate for the Craven Ward in the forthcoming District Council elections introduced himself to the Council.

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

### **26/19 Minutes of the Meeting held on 23 January 2019, and Progress Report, for information only, on Matters Arising from the Minutes**

**Resolved:** That the Minutes of the Meeting held on 23 January 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

#### **Matters Arising:**

**Silsden Rd wall** – further information on the repair works had been provided by BMDC Highways to the Vice-Chairman. Cllr Naylor offered to seek further clarification of costs.

**Newsletter** – the Spring edition had now been printed and was being distributed.

**Picnic table near MUGA** – the table had now been relocated on the site for safety reasons.

**Abandoned vehicle on Burns Hill** – this had been followed up with the Police who had referred the matter to DVLA for action.

**Wharfedale Greenway** – the Clerk reported that Ilkley Town Council had now chosen a preferred route through Ilkley and were to hold a consultation event in June.

*The remaining Matters Arising, as listed on the Agenda (see Minutes 27/19- 29/19 below) were considered separately for decision as required.*

### **27/19 Use of Pavilion, Stockinger Lane**

The Clerk reported that arrangements had now been made for the gate to the pavilion site entrance to be kept locked in order to deter anti-social behaviour. The scouts had helped distribute notices to local residents. A meeting had been held with the Scouts on 19 February for the purpose of reviewing tenants' issues, and potential proposals for a Remembrance display of crosses on the Hoffman Wood field had also been discussed.

It was noted that the Football Club's goalposts were now being left in place on the amenity field during the season, as advised by BMDC Parks Officers and to accord with recognised safe practices.

As regards use of the indoor facilities at the Pavilion, village groups had been contacted to gauge potential interest in booking public sessions, but no expressions of interest had been received. The Football Club had submitted further proposals for consideration by the Council, and these were discussed.

**Resolved:** That facilities for block sessional booking of the sports pavilion be provided to the Football Club for a charge of £600 per 6-month block booking in line with standard terms and conditions, and that the Clerk be authorised to agree terms with the Club accordingly.

*Having declared an interest in the next item on the agenda, Cllr Flesher withdrew from the meeting.*

### **28/19 Repair of gate post at Big Meadow Drive**

The Clerk presented 5 quotations from local contractors for repairs required to the gate to the field off Silsden Rd.

**Resolved:** That a quotation provided by Cllr Flesher for replacing the gate post to a field gate near Big Meadow Drive be approved, and that payment of £60 be authorised accordingly.

*Cllr Flesher rejoined the meeting.*

### **29/19 External Audit Queries**

The Clerk reported that the external auditor had now concluded the audit 2017/18, following an investigation into queries raised by two local electors, and an unqualified report had been issued.

The Council was disappointed to note that this investigation had cost local tax-payers over £5000, and it was reported that concerns with the current statutory regime were being followed up with auditors and sector bodies. A draft press statement was read out by the Chairman and approved for release to the Ilkley Gazette.

### **30/19 Old School Capital Project and Library Accommodation**

It was reported that works on site were due to be completed in mid-March. Meetings were being arranged with BMDC archives and museums officers to discuss requirements for the new Hub. In the meantime, the Council was advised that additional IT infrastructure would be required and quotations for installation works were presented.

**Resolved:** That payment of £524 be authorised for BMDC contractors to re-position the Library IT router box on the ground floor of the Old School.

Quotations from contractors for the installation of cabling, server and data-points as necessary in both floors of the Old School would be considered further, when matters concerning access to the Library's router box and security arrangements for its connection had been resolved with BMDC. Cllr Naylor undertook to continue negotiations with officers to this effect.

### **31/19 Neighbourhood Plan Review Group**

The Notes of the meeting of the Review Group held on 12 February were received and noted. Cllr Naylor reported that BMDC planning officers' written feedback following closure of the Reg.16 consultation was awaited. BMDC were currently tendering for the appointment of an examiner for the Plan, and expected to be in a position to offer the appointment, subject to the agreement of the Parish Council, within the next few weeks.

**Resolved:** That authority be delegated to the Clerk, in consultation with Cllr Naylor and the Chairman, to consider, and if thought appropriate, formally accept the recommendations of BMDC as regards the appointment of an examiner for the Addingham draft Neighbourhood Development Plan.

### **32/19 Property & Maintenance**

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted.

Outstanding maintenance issues were discussed as follows:

- the main door into the Pavilion was to be adjusted or repaired as necessary.
- Council-owned benches were being re-varnished one by one as required by the Lengthsman.
- the condition of waste bins in the village needed to be reviewed, and the Lengthsman was asked to carry out an audit during his rounds.
- a new waste bin for the Nature Reserve would be requested.
- the condition of the MUGA noticeboard would be checked.

The Clerk was asked to request the removal of the redundant roadworks signs on Skipton Rd.

At the invitation of the Chairman, the Clerk then introduced proposals for setting up a list of approved contractors for use in respect of minor repairs and maintenance of Council-owned assets. Further proposals would be made to the next meeting.

### **33/19 Emergency Plan**

The Chairman reported on progress being made with the Emergency Plan implementation requirements and noted that members were to attend a training course run by the Fire Service on 28 February.

### **34/19 Environment Group Programme of Work**

The Environment Group's proposals for the season's programme were received and noted, and on behalf of the Council, Cllr Jerome thanked the Group for their hard work in the village. It was suggested that more detailed

discussions between the Council and the Group would be helpful, and further consultation would be arranged.

### **35/19 Cricket Club Lease**

The Clerk reported that the new lease for the Cricket Club was close to completion, and solicitors had requested instructions as regards provisions for rent and rent reviews.

After discussion, during which the Cricket Club's solicitor was invited to speak on behalf of the Club, it was proposed that in consideration for the grant of a new lease of land to the Cricket Club, a nominal rent of £100 pa should be charged and that provision should be made for this to be increased by 10% at the end of each 5-year period during the term of the lease.

The Cricket Club would be asked to agree these proposals, so that solicitors could finalise the lease at the earliest opportunity.

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

### **36/19 Financial Matters**

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

**Resolved:** That the presented list of accounts paid and invoices due for payment, including the invoice from Hadfields for the printing of the Spring Newsletter and an adjusted invoice from Woolers, be approved, and cheques signed as required.

The Chairman's authorisation of the Clerk's overtime claim for January 2019 was ratified.

*Cllrs Hindle and Flesher rejoined the meeting.*

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

The Bank Reconciliation to 11 February 2019 was received and noted.

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

Proposals for expenditure were received.

**Resolved:** That payment of £60 be authorised for hire of a sound system for the Good Friday celebration 2019.

The Clerk noted that a number of upgrades for the Council website were outstanding and quotations for this work would be presented to the next meeting.

#### **D. Service Contracts – Council-owned buildings**

The Clerk introduced a review of service contracts for supplies to Council-owned buildings. In principle, it was agreed that, where premises were made available for public use, contracts would be held and administered by the Parish Council, but where premises were tenanted on the basis of a lease or equivalent longer-term use arrangements, service contracts would be held by the tenants wherever possible.

**Resolved (1):** That support be provided to the Addingham Scouts group to enable them to take responsibility for the administration of the service contract for supply of electricity to the Scout Hut.

**Resolved (2):** That the Parish Council assume responsibility for all service contracts supplying the Old School (Library and Hub) and that the Clerk be authorised to administer the contracts as appropriate.

It was agreed that, where relevant and administratively possible, contributions to the costs of services supplied to public facilities would be sought from user groups.

#### **E. Insurances**

Quotations supplied by insurance brokers for public liability insurance for land owned by the Hoffman Wood charity were considered.

**Resolved:** That the insurance policy for land owned by the Hoffman Wood charity be renewed with Hiscox in the sum of £218 and payment be authorised accordingly.

### **37/19 Consultations and Correspondence**

Correspondence received during the month, including notice of BMDC's consultation on the Community Infrastructure Levy, and the Government's Review of Ethical Standards in Local Government, was noted.

### **38/19 Chairman's Remarks and Members' Discussion Forum**

The following matters were discussed and noted:

- The Library was to hold a coffee morning on 2 March.
- On 9 March, there was to be display of Armistice Poems in the Memorial Hall.
- The dates of forthcoming events organised by Totally Locally had been agreed. It was agreed to accept Totally Locally's proposal to hold the Christmas market and Lights Switch-on event on 23 November.
- Training for councillors would be organised after the local elections in May.
- Cllr Naylor reported that planning enforcement notices had been issued in respect of unauthorised developments at 1 Green Lane.

### **39/19 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 40/19 below) on the grounds that it relates to confidential personnel matters.

#### **40/19 Council Caretaker – Terms and Conditions of Employment**

The terms and conditions for employment of the Caretaker were reviewed.

**Resolved:** That variations to the contract of the Council Caretaker be approved with effect from 1 May 2019, and that the Chairman be authorised to sign a side letter to the contract to this effect on behalf of the Council.

#### **41/19 Dates of Next Meetings**

The next Ordinary Meeting of the Council would be held on Wednesday 20 March 2019 at 7:00pm in the Memorial Hall. A separate meeting of the Planning Committee would be convened if necessary.

It was agreed that the Annual Council Meeting would be held, following the local elections, on 13 May.

#### **42/19 Annual Parish Meeting**

The Annual Parish Meeting would be held on Wednesday 22 May 2019 at 7.00pm in the Memorial Hall.

Meeting closed at 9pm.

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Chairman