

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 17 APRIL 2019 AT 7:00PM

Present

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

Absent

Cllrs Mawson, Tennant and Flesher

In Attendance

Parish Clerk – J Markham

Public – 14

58/19 Apologies for Absence

Received from Cllrs Mawson, Tennant and Flesher; reasons for absences approved.

59/19 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

Dispensation requests received:

None

60/19 Public Consultation and Question Time, including Police Matters

A written report from the Police was read out to the meeting. No matters were raised by members of the public present at the meeting.

61/19 Minutes of the Meeting held on 20 March 2019, and Progress Report, for information only, on Matters Arising from the Minutes

Resolved: That the Minutes of the Meeting held on 20 March 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Neighbourhood Plan – it was understood that an examiner was being appointed; further information was awaited from BMDC.

Waste bins – following the Lengthsman's audit of waste bins in the village, BMDC had been asked to replace and repair any of the units in poor condition.

External Audit – the financial consequences of challenges raised by local electors for smaller authorities was to be taken into account in the context of an ongoing consultation on proposed revisions to the Code of Audit Practice.

Councillor training – a bespoke session was to be organised in Addingham after the local elections.

The remaining Matters Arising, as listed on the Agenda (see Minutes 62/19- 63/19 below) were considered separately for decision as required.

62/19 Scout Hut and Sports Pavilion

The Clerk provided an update on progress with arrangements for letting the pavilion to the Football Club from May 2019, and also reported on the use of the Scout Hut by scout groups and sub-tenants.

Quotations for replacement of the main entrance door were received.

Resolved: That a quotation of £500 from JC Cowgill for fitting a replacement door at the Pavilion be approved and that the Clerk be authorised to make arrangements for the work to be carried out with immediate effect.

It was also reported that proposals had been received from the Scouts for use of the Hoffman Wood field for a Remembrance event in October/November 2019. The proposals were approved.

63/19 Environment Group

It was noted that informal meetings had been held with the Group on 29 March and 2 April. Revised proposals for wildflower and hedge planting on Council-owned land had been put forward.

Resolved: That permission be granted to the Environment Group to improve planting in the Hoffman Wood field by planting a new hedgerow and developing wildflower areas one meter wide around the perimeter of the field, to the front corner of the field by the cricket nets, and to the rear of the field on the slope.

64/19 Old School Capital Project and Library Accommodation

The Clerk reported on progress with the capital project. It was noted that services and IT infrastructure had now been installed and connected into the building, and that initial orders had been placed for some of the equipment and furniture. The builders were finalising minor outstanding work, and were expected to complete on site shortly.

It was noted that the Library Trustees had received competitive quotations for the installation of fitted shelving and a new desk on the ground floor.

Resolved: That, subject to confirmation of quotations outside the meeting, expenditure of up to £6000, as budgeted for equipment for the Community Library as part of the Old School capital project, be authorised for the purpose of providing new shelving and a new desk on the ground floor of the Old School, and that the Clerk be authorised, in consultation with the Chairman and Cllr Naylor, to approve purchase orders and arrange for the installation of the furniture.

65/19 Planning Applications

Planning Applications were considered as follows:

1)	19/01238/HOU	32 Burns Hill	Single storey side extension
2)	19/01307/HOU/LBC	88 Main St	Replacement doors, gates, fencing and greenhouse
3)	19/01401/ADV	103 Main St	Fascia sign
4)	19/01456/HOU	Lumb Beck	Extension, new terrace and windows
5)	19/01129/HOU	8 Nursery Lane	Front extension
6)	19/01577/HOU	1 Cross End	Sun room
7)	19/01536/FUL	1 Green Lane	Construction of dwelling
8)	19/01656/HOU	9 Jonathan Garth	Extensions

Resolved: That an observation be sent to the planning authority in response to the consultation on the application for development at 1 Green Lane to the effect that the published plans were not accurately showing the current layout of the site, and that comments could not be made on an inaccurate representation of the proposal.

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

66/19 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 broken flags around the toilets at Sugar Hill would be reported again to BMDC.
- spring closure mechanisms would be fitted to the toilet doors at the Pavilion.

67/19 Finance Committee

Draft minutes from the meeting of the Finance Committee held on 16 April 2019 were received and noted.

68/19 Risk Policies and Assessments

The assurances of the Finance Committee as regards the Council's Risk Management Policy and Risk Assessments were received, and the updated risk assessments were approved.

69/19 Annual Governance and Accounting Return (AGAR) 2018/19

The Clerk presented the financial accounts 2018/19, drafts of which had been considered by the Finance Committee at its meeting on 16 April 2019.

The report of the Internal Auditor was noted. It was noted that he had no matters to raise with the Council, following his annual audit of the Council's financial records and procedures; that, in his view, the records and systems of internal control were adequate and effective; and that accounting information shown in the AGAR had been correctly stated. Taking this report, together with the assurances of the Finance Committee into account, it was

Resolved (1): That the Annual Governance Statement in the AGAR 2018/19 be approved for signature by the Chairman and Clerk.

Resolved (2): That the Accounting Statement in the AGAR 2018/19, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

Resolved (3): That the completed AGAR 2018/19 be submitted to external auditors, Littlejohn LLP, and that the Clerk be authorised to set the period for the exercise of public rights, and to publish information on the Council's website, as appropriate.

70/19 Register of Assets

The Clerk presented a register of the Council's asset holdings, updated as necessary in line with the financial accounts 2018/19, and this was reviewed and noted.

71/19 Other Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including payments to Yorkshire Water for services to the Pavilion, and to the Internal Auditor for the annual audit visit, be approved,

and cheques signed as required.

The Clerk's overtime claim for March 2019 was approved.

The renewal of the subscription to BMDC's Payroll & Pension Liaison Service was approved.

B. Bank Reconciliation – Year End 31 March 2019

The Bank Reconciliation to 31 March 2019 was received and noted.

C. Proposals for Expenditure

A proposal for funding support from the Cricket Club for the costs of upgrading their facilities was received and discussed in the light of an update from the Clerk on the ongoing legal costs of finalising the renewal of the lease for the Club. It was agreed that the proposals would be reconsidered once the lease had been finalised.

72/19 Cricket Club Lease

The Clerk reported that the lease was not yet available for signature. Item deferred to next meeting.

73/19 Hub Steering Group

The draft notes of recent meetings of the Hub Steering Group were received and noted. At the invitation of the Chairman, a village volunteer, chairman-elect of the new Addingham Hub Friends charity, reported on the charity's inaugural meeting and proposals for the activities of volunteer groups in the new Hub. It was noted that the level of support from villagers for the new facility had been very encouraging and the charity's chairman was thanked for his work to date. The Clerk presented a discussion paper on proposals for equipping and opening the building for formal launch on 22 June. The policy guidelines recommended in the paper were approved. The Clerk was asked to clarify proposed arrangements for use and public availability of the Hub equipment with insurers.

Resolved: That the public opening hours of the Hub be set and published initially on the basis of 5 sessions per week, Monday to Friday (4 mornings - Monday to Thursday 9am-12 noon - and Friday afternoon 1.45pm-4.45pm), that bookings for meetings and presentations be taken for use of the Hub at other times, but that, subject to ongoing review of usage once the building was in use, the Hub equipment be made available only during the public opening hours.

It was noted that the next meeting of the Steering Group would be convened shortly to develop the project further in line with agreed policy guidance.

74/19 Consultations and Correspondence

Correspondence received during the month was noted. It was noted that the Civic Society were investigating the establishment of a petanque court near the Bowling Green.

The information event on Flood Management was to be held on 30 April, not on 25 April, as initially published.

75/19 Chairman's Remarks and Members' Discussion Forum

The following matter was discussed and noted: Emergency Plan – the Chairman reported that equipment for use in emergency events was to be provided by BMDC, along with funds of £100 to help finance Plan activities.

76/19 Annual Parish Meeting

The Annual Parish Meeting would be convened to be held on Wednesday 22 May 2019 at 6.30pm in the Memorial Hall.

77/19 Date of Next Meetings

The Annual Council Meeting would be held on 13 May 2019 at 7pm in the Memorial Hall, and the next Ordinary Meeting of the Council would be held on Wednesday 22 May 2019 at 7:00pm in the Memorial Hall (following the Annual Parish Meeting). A separate meeting of the Planning Committee would be convened if necessary.

78/19 Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting for the consideration of the next items on the agenda (Minutes 79/19-80/19 below) on the grounds that they relate to confidential personal matters.

78/19 Annual Awards

Nominations for the Annual Awards were received and discussed. It was agreed that awards would not be presented in 2019.

79/18 Investigation of Complaint to Information Commissioner

The Clerk reported that a complaint against the Council for refusal of a Freedom of Information request was being investigated by the ICO, and a response to the Commissioner was approved.

Meeting closed at 9.15pm.