

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 22 MAY 2019 AT 7:30PM

Present

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

Absent

None

In Attendance

Parish Clerk – J Markham

Ward Representatives – Cllrs Whitaker and Goodall

Public – 9

98/19 Apologies for Absence

None

99/19 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

100/19 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.

101/19 Minutes of the Meetings held on 17 April 2019 and 13 May 2019, and Progress Report, for information only, on Matters Arising from the Minutes of both meetings

Resolved: That the Minutes of the Meeting held on 13 May 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Neighbourhood Plan – an update on developments was awaited from BMDC.

Councillor training – YLCA would be contacted again to arrange a bespoke training session in Addingham.

Pavilion toilets – the spring closure mechanisms had been fitted to the toilet doors.

External Audit – the financial return 2018/19 had been submitted and logged by the auditors; NALC continued to lobby the National Audit Office, on behalf of local councils, to secure a proportionate and light touch audit regime for smaller bodies.

Complaint to ICO – the Clerk reported that a decision notice had now been issued by the Information Commissioner; the Council's decision to refuse a request for information on vexatious grounds had been upheld and no further action was required.

The remaining Matters Arising, as listed on the Agenda (see Minutes 102/19- 104/19 below) were considered separately for decision as required.

102/19 Scout Hut and Sports Pavilion

The Clerk reported that the Football Club had paid the letting fee to rent the Pavilion for the season from May 2019, but had yet to enter into a formal agreement.

A meeting had been held with the Scouts to review the provision of services to the portion of the premises leased by them.

Resolved: That, under the terms of the lease agreement with the Addingham Scouts Group, arrangements be put in place for payment of an annual rent towards the costs of services to the Scout Hut, and that the Clerk be authorised to discuss and agree the charges and payment schedule with the Scouts.

103/19 Planning Application – 1 Green Lane

It was reported that the planning authority, on receipt of observations from the Council following the meeting held on 17 April (Minute 65/19 refers) as regards the validity of the plans accompanying the application, had offered an opportunity for further comments to be submitted. After discussion, it was agreed that the proposed development did not give cause for concern, and no further comments would be sent to the planning authority in response to the consultation.

104/19 Environment Group

It was reported that grass cutting procedures to allow wildflower and hedge planting on the borders of the Hoffman Wood field had now been organised. As the season developed, further reports would be brought to future Council meetings as necessary.

105/19 Old School Capital Project and Library Accommodation

The Clerk reported that final building works had now been completed and a new flooring had been laid on the ground floor. The library shelving and desk unit were to be fitted shortly. A number of minor works remained outstanding, including the installation of any additional shelving, signage and wiring, and additional items of minor office and storage equipment were required. Arrangements to relocate the library into the Old School would be confirmed as soon as possible.

The Clerk was asked to consult BMDC as regards the installation of tourist ("brown") signs to post the location of the new facility.

Resolved: That expenditure up to £500 be approved for the completion of minor works in the Old School, that expenditure up to £300 be approved for new signage for the building, and, further, that expenditure up to £250 be approved to cover the costs of additional office and storage equipment, and that the Clerk be authorised to organise the works and order supplies as and when necessary.

106/19 Hub Steering Group

The draft Notes of the meeting of the Steering Group held on 16 May were received and noted. It was reported that discussions were ongoing as regards the setting up of the Addingham Archive in the Hub and further research was being carried out into options for developing the catalogue and providing online access. It was confirmed that the opening event for the new Community Hub would be held on 22 June.

Resolved: That the Clerk, working with volunteer members of the Hub Steering Group, be authorised to make all arrangements necessary for the Hub Open Event on 22 June, and that expenditure on publicity and refreshment costs up to £500, as necessary, be approved for the purpose.

107/19 Planning Applications

Planning Applications were considered as follows:

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|----|--------------|-----------------------|--|
| 1) | 19/01702/HOU | 20 Church St | Conservatory roof replacement |
| 2) | 19/01771/HOU | 3 Stone Stay Fold | Side extension and conversion of store |
| 3) | 19/01843/FUL | Darkwood House | Alterations to approved house types |
| 4) | 19/02130/FUL | St Peters Church Hall | Replacement of window |

Resolved: That observations be submitted to the planning authority on proposals concerning the development of properties at Darkwood House (Ref 19/01843/FUL) as regards the height of the third storey properties and the adequacy of car parking on site.

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

108/19 Property & Maintenance

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted. Outstanding maintenance issues and other property matters were discussed as follows:

- 1) Mill Field – it was agreed that Cllr Hindle, representing the Council on Addingham United Charities, together with the Vice Chairman, would review parking issues and signage at Mill Field.
- 2) Sugar Hill toilets – a seasonal "deep-clean" and minor repairs to one of the doors had been proposed by the Lengthsman. It was agreed that this would be discussed in relation to the Community Asset Transfer application, as listed on the agenda at item 11.

109/19 Allotments

The Allotment Manager reported that all plots were currently tenanted and a waiting list had been set up. He reported on recent works to clear and tidy the allotment sites. Additional works were proposed and discussed.

Resolved: That a programme of works to continue clearance and maintenance of the allotment sites be drawn up, with costings, and that the Clerk, in consultation with the Chairman of the Property & Maintenance Committee, be authorised to incur expenditure as and when required in line with the programme, and within the overall maintenance budget, in accordance with Financial Regulation 4.1.

It was agreed that costed proposals for capital equipment required for use on the allotment sites would be prepared by the Allotment Manager for consideration at the next meeting

The Chairman thanked the Allotment Manager, and all councillors who had helped over the last weekend, for giving their time to work on the recent clearance activities.

110/19 Emergency Plan

A proposal submitted by BMDC for the installation of a repeater and aerial on the Old School for use in connection with the Emergency Plan was received and discussed. It was noted that the proposal had been

drawn up with input from the Listed Buildings Officer and that the architect had viewed it and had suggested a possible means of housing the wiring within the new build structures. After discussion, the proposal was agreed, in principle, but, in the first instance, it was agreed that BMDC should be invited to investigate re-connecting the phone line into the ground floor as an easier access point for the necessary wiring.

111/19 Sugar Hill – Community Asset Transfer Application

The Clerk reported that the CAT was being progressed by BMDC. In the meantime, a licence agreement for formal tenancy of the toilets had been located and, subject to any updates, was to be presented to Council for signature at a later date. It was proposed that the opportunity could be taken to include the front corner of the site in the licence agreement in order to take forward plans to improve the area with seating and flagstones. The Clerk noted that, once the CAT had been completed, it would be appropriate to start work on drawing up a formal 5-year rolling programme of capital works, and this was agreed.

Resolved: That a formal licence agreement for tenancy of the toilets at Sugar Hill be entered into with City of Bradford MDC, pending the completion of a Community Asset Transfer of the Sugar Hill site, that the Clerk be instructed to investigate the inclusion of the front corner of the site in the tenancy agreement, and that, subject to the outcome of this investigation, the Clerk be authorised to finalise negotiations on the licence on behalf of the Council.

112/19 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including payments in respect of the installation of spring closures on the Pavilion toilet doors, be approved, and cheques signed as required.

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

B. Bank Reconciliation – to end April 2019

The Bank Reconciliation to 13 May 2019 was received and noted.

C. Proposals for Expenditure

Proposals for funding support for charities were received.

Resolved (1): That a donation of £250 be provided to the Mountain Rescue Service towards the costs of local support for a flood emergency response training exercise.

Resolved (2): That a donation of £100 be provided to the Pancreatic Charity in lieu of an honorarium payment for the services of an Allotment Manager.

D. Fixed Asset Register

A list updating the Fixed Asset Register in respect of new equipment for the Hub was received and noted.

113/19 Legal Matters

1) Cricket Club - the final version of the draft lease was presented for signature.

Resolved: That the draft lease with the Cricket Club be approved, in the form as presented to the meeting, and that the Chairman and Vice-Chairman be authorised to execute it on behalf of the Council.

2) Sale of land at Medical Centre – it was reported that the Medical Centre was negotiating the sale of a portion of land to a neighbouring resident. Legal advice as regards the potential application of the overage agreement in this instance would be sought as soon as full information was made available.

114/19 Consultations and Correspondence

Correspondence received during the month, including an invitation to St Peter's Church Record Service on 23 June, and to a showcase event for voluntary groups in Ilkley on 5 June, was noted. It was noted that a timetable for BMDC's Local Councils Liaison Group meetings in 2019/20 had been published and it was agreed to offer use of the Hub for one of the meetings later in the year.

115/19 Chairman's Remarks and Members' Discussion Forum

The following matter was discussed:

- Silsden Rd wall repairs – the Ward Representative was asked to follow up progress, specifically in relation to the container still positioned on Council land at the junction of the road with the bypass roundabout.

116/19 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 19 June 2019 at 7:00pm in the Memorial Hall. A separate meeting of the Planning Committee would be convened if necessary.

Meeting closed at 8.45pm.

Chairman