

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 19 JUNE 2019 AT 7:00PM

Present

Cllrs: T Brady (from Minute 120/19), D Brady (from Minute 120/19), Coates (Chairman), Flesher, Hindle, Jerome (to Minute 120/19 only), Naylor, Smith, Sutcliffe (from Minute 120/19), Tennant and Wilcox

Absent

None

In Attendance

Parish Clerk – J Markham

Public – 10

117/19 Apologies for Absence

None.

Apologies for late arrival from Cllr Brady accepted.

118/19 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 and Naylor – Agenda item 8 – Old School Capital Project (as trustees of Community Library)

Cllr Hindle – Agenda item 8 - Old School Capital Project (connected person's interest in Community Library)

Cllr Naylor – Agenda item 4 – Ilkley Half Marathon (raised during Public consultation) (as former Area Chairman of Round Table)

Disclosable Pecuniary Interests:

Cllr Flesher – Agenda item 12 – payment as contractor (for allotment works)

Dispensation requests received:

None

119/19 Co-options to Ordinary Vacancies

Following the elections held in May, expressions of interest had been received from 3 candidates applying for co-option to the two ordinary vacancies on the Council; the candidates had been interviewed by councillors prior to the meeting.

Pursuant to the Council's Co-option Policy, a ballot for each vacancy took place.

Resolved (1): That Mrs D Brady be and she is hereby co-opted to the Council with immediate effect.

Resolved (2): That Mr G Sutcliffe be and he is hereby co-opted to the Council with immediate effect.

Cllrs D Brady and Sutcliffe signed a Declaration of Acceptance of Office and took their seats on the Council.

120/19 Public Consultation and Question Time, including Police Matters

At the invitation of the Chairman, a representative from the organisers of the Ilkley Half Marathon event addressed the meeting and provided an update on plans. No other matters were raised by members of the public present at the meeting.

121/19 Minutes of the Meeting held on 22 May 2019, and Progress Report, for information only, on Matters Arising

Resolved: That the Minutes of the Meeting held on 22 May 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Councillor training – two places had been booked on a course for new councillors to be held in Burley on 26 June.

Sugar Hill CAT – the CAT proposal had been accepted for consideration by BMDC and the inclusion under the current licence agreement of a further area, proposed to be developed for seating and paving near the Tour de Yorkshire stone, had been requested in the meantime.

Mill Field Close – signage and residents' parking issues had been reviewed and further action was being followed up by Addingham United Charities as landowners of the site. It was noted that minor works, including weed-spraying and tree maintenance, were to be carried out by councilors and the Lengthsman.

The remaining Matters Arising, as listed on the Agenda (see Minutes 122/19- 124/19 below) were considered separately for decision as required.

122/19 Scout Hut and Sports Pavilion

The Clerk reported that the Football Club had now signed the letting agreement for exclusive use of the pavilion premises during 2019/20.

Proposals had been made to the Scouts as regards payment of a regular contribution to the costs of services to the portion of the premises leased by them. Their response was awaited.

It was noted that, with the permission of the Football Club, the Gala had requested the Council's consent to use the facilities for the 2019 event. This was approved.

123/19 Emergency Plan

It was reported that BMDC had agreed to reconnect the telephone line into the library in the Old School. The architect had drafted a wiring diagram to assist with the laying of cabling to connect up the emergency repeater required for the Emergency Plan. This was accepted.

Resolved: That BMDC be granted permission to provide and install a repeater, aerial and associated cabling in the Old School, subject to the implementation of cabling works in line with a wiring plan drawn up by the Council's architect.

124/19 Allotments

Cllr Tennant reported on further proposals for clearance and development works at the allotment sites. Costed proposals for longer term works would be made to the next meeting.

In the meantime, it was **Resolved:** That expenditure up to £350 be authorised for the purpose of laying a new surface to the car park area off Silsden Rd and for hire of a skip for clearance of the Newtown allotment site.

125/19 Planning Applications

Planning Applications were considered as follows:

19/02140/FUL 2-4 Old Station Way Single storey side extension

Resolved: That comments made by the Conservation Officer as regards the use of appropriate materials in the proposed development at 2-4 Old Station Way be endorsed.

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

126/19 Property & Maintenance

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

Outstanding maintenance issues and other property matters were discussed as follows:

- 1) Bradford-owned allotment sites off Chapel St – in response to issues raised with the Lengthsman by nearby residents, the condition of the paths around the Bradford council allotments would be reported to BMDC for their attention.
- 2) Sugar Hill toilets – the toilets and drains had been cleaned, and BMDC had been requested to carry out a number of minor repairs prior to the CAT. This was being discussed with officers.
- 3) Audit of benches – Cllr Tennant offered to carry out an audit of the public benches to assess maintenance requirements.

127/19 Old School Capital Project and Library Accommodation

The Clerk gave an update on progress with fitting out the new building. It was reported that advice on signage for the new building was being followed up with the planning authority and that, following the installation of an upgraded information screen in the library window, feedback from the Hub Friends had been requested.

It was noted that discussions were ongoing with BMDC as regards the installation of tourist ("brown") signs to post the location of the new facility.

Resolved: That expenditure up to £2000 be approved for the provision of island bookcases in the library, and that the Clerk be authorised to organise the works as and when necessary.

128/19 Hub Open Event

Arrangements for the opening event for the new Community Hub on 22 June were noted and discussed. All councillors were invited to attend from 9.30am for publicity photos, before public opening at 10am, and to be available to help on the day.

129/19 Neighbourhood Plan

Cllr Naylor reported that the Examiner's Fact-Check Report, containing a small number of some 15 proposed minor and administrative modifications, had now been received and a response was required by 3 July. Comments were awaited from the Council's planning consultant and advice on the procedures to be followed had been requested from the planning authority. The document would then be circulated to the Neighbourhood Plan Review Group.

Resolved: That, subject to receipt of advice from planning consultants Kirkwells, and from the planning authority, a response to the Neighbourhood Plan Examiner's Fact-Check Report be submitted to the Examiner by 3 July, and that the Clerk, in consultation with the Chairman and Cllr Naylor, be authorised to approve the terms of the response in respect of any proposed minor and administrative modifications.

130/19 Community Infrastructure Levy

Cllr Naylor reported on the potential implications for local councils of the implementation of CIL, and it was noted that Silsden Town Council had put forward a proposal to the YLCA AGM to press for a variation in Government policies to enable town and parish councils to retain CIL monies without clawback in the event that suitable longer term projects had been identified. This proposal was supported.

Resolved: That the Finance Committee be requested to give initial consideration to future requirements for a formal prioritised programme for capital expenditure, and to draw up a list of possible projects for further investigation and potential development.

131/19 Telephone Kiosk – Cocking Lane

A request from the Civic Society to take on ownership of the telephone kiosk on Cocking Lane was received.

Resolved: That the telephone kiosk on Cocking Lane, adopted by the Council in 2011, be donated to the Civic Society with immediate effect.

Having declared a disclosable pecuniary interest in the next item on the agenda, Cllr Flesher withdrew from the meeting.

132/19 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including reimbursement of the Clerk in respect of urgent repair works to the council computer, be approved, and cheques signed as required.

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

Cllr Flesher rejoined the meeting.

B. Bank Reconciliation – to end May 2019

The Bank Reconciliation to 10 June 2019 was received and noted.

C. Proposals for Expenditure

A proposal for expenditure on the costs of advice for upgrading the website in compliance with new accessibility requirements was received.

Resolved: That costs of £1700 be approved for the purpose of upgrading the Council's website to comply with new accessibility requirements.

134/19 Consultations and Correspondence

Correspondence received during the month, including an invitation to a YLCA conference in York on 13 September, was noted.

135/19 Chairman's Remarks and Members' Discussion Forum

The following matter was discussed:

- Silsden Rd wall repairs – the Ward Representative's progress report was noted. The Clerk was asked to request a further report from Highways officers on the timescale for completion of the area at Marchup Beck.
- Proposed petanque facility – a meeting was to be set up to take forward proposals. The Chairman agreed to attend on behalf of the Council.

136/19 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 17 July 2019 at 7:00pm in the Hub.

137/19 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 138/19-139/19 below) on the grounds that they relate to confidential personal matters.

138/19 Internal Review of Correspondence (Complaint to Information Commissioner)

A report on a review of correspondence between a local elector and the Council was received and noted.

Resolved: That the findings of an internal review of correspondence between a village resident and the Council be confirmed, and that recent decisions, taken in line with a resolution dated 19 December 2018 (Minute 229/18 refers), to refuse, under s.14(1) of the Freedom of Information Act, to release information to the resident in response to two freedom of information requests received during the period January to April 2019, were both proportionate and justified in the context of both the resident's ongoing contacts with the Council and his activities in the community to undermine and disrupt the Council's business over a considerable period of time.

Further resolved: That the decisions to exempt all of the requested information from disclosure be upheld and that the actions of the Clerk in handling communications with the complainant be confirmed as being proportionate and appropriate over time.

It was agreed that no further action was required in this matter and the instructions provided to the Clerk for the handling of future correspondence and FOIs with the complainant were confirmed.

139/18 Publication of Neighbourhood Planning documents

It was noted that a local resident had raised a concern regarding the publication of a report containing consultee comments by named individuals on the Council's website. Pending a review of the Council's policies in this respect, the report had been removed from the website and redacted. On receipt of advice from ICO and the Council's planning consultant, it was

Resolved: That the report on the Reg.16 consultation on the Neighbourhood Plan be re-published on the website with immediate effect.

Meeting closed at 9.10pm.