

ADDINGHAM PARISH COUNCIL

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

Present

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

Absent

None

In Attendance

Parish Clerk – J Markham

PCSO Stronell (to Minute 143/19 only)

Public – 3

140/19 Apologies for Absence

None.

141/19 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 7 – Old School Capital Project (as trustees of Community Library)

Cllr Hindle – Agenda item 7 - Old School Capital Project (connected person's interest in Community Library)

Disclosable Pecuniary Interests:

Cllr Sutcliffe and the Chairman – Agenda item 10 – Legal Matters - sale of land by medical centre (as potential purchaser and by reason of connected person's interest, respectively)

Cllr Smith and the Chairman – Agenda item 11A – reimbursement of costs for nature reserve and Hub opening event, respectively

Dispensation requests received:

None

142/19 Public Consultation and Question Time, including Police Matters

PCSO Stronell noted that there had been no reported crime incidents in the village during the previous month. With reference to the dumping of waste at the Crown, he confirmed that this incident, although initially reported to the Police, was being pursued as a civil matter through the courts. The Chairman also noted that the potential environmental health risks had been reported to BMDC.

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

143/19 Minutes of the Meeting held on 19 June 2019, and Progress Report, for information only, on Matters Arising

Resolved: That the Minutes of the Meeting held on 19 June 2019, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Councillor training – the two councillors newly elected in May had now attended a YLCA course; a course suitable for the new councillors co-opted at the last meeting had yet to be arranged.

Sugar Hill toilets and CAT – a response from BMDC as regards the carrying out of minor repairs to the toilets was still awaited; the Stage 2 CAT proposal was being progressed.

Community Infrastructure Levy – a meeting of the Finance Committee had yet to be arranged; feedback from YLCA on decisions made at the AGM was awaited.

Silsden Rd wall repairs – it was noted that work was due to be completed shortly.

Internal review of correspondence – a further complaint had been sent to the Information Commissioner (by the same complainant) and would need to be answered in due course, subject to confirmation of details from the designated case officer.

The remaining Matters Arising, as listed on the Agenda (see Minutes 144/19- 149/19 below) were considered separately for decision as required.

144/19 Scout Hut and Sports Pavilion

The Clerk reported that the Scouts had now agreed revised proposals to make a regular contribution to the costs of services to the portion of the premises leased by them.

Resolved: That, pursuant to clause 6.1(d) of the lease dated 1 August 2017 with the Scout Association Trust Corporation, payment towards the costs of all services supplied to and consumed on the premises be requested from Addingham Scouts Group with effect from the second quarter 2019, that such payment be made quarterly in arrears, the rent to be agreed annually by the local scouts group and the Council, and that the Chairman and

Vice-Chairman be authorised to sign a letter to agree terms with the scouts for the remainder of the financial year 2019/20.

145/19 Allotments and Nature Reserve

Cllr Tennant reported on current lettings, and noted proposals for a revised management structure for the allotment sites. After discussion, it was agreed to set up a team of site stewards, managed by the Allotment Manager, to monitor and report on the condition of allotment plots and liaise as necessary with plot holders. The administration, contracts and paperwork would continue to be carried out by the Clerk. The new structure would be set up on a trial basis, and reviewed again in 2020.

Cllrs Tennant and Smith also proposed further expenditure, as required, to improve the upkeep of the allotments and security of the Nature Reserve respectively.

Resolved (1): That expenditure up to £600 be approved, from the budget for new fixed assets, for purchase of a new mower for use on the allotment sites, and that the Clerk be authorised to place a purchase order for a suitable model, in consultation with the Allotment Manager, and to organise payment and delivery before the date of the next meeting.

Resolved (2): That expenditure up to £50 for purchase of a new padlock be allocated from within budgeted maintenance provision for the Allotments and Nature Reserve, and that Cllr Smith's costs for purchase of materials be reimbursed as appropriate, as a pre-authorised payment, on presentation of receipts to the Clerk.

146/19 Public Benches

A survey of the public benches, as initially carried out by the Garden Friends, had been circulated. It was noted that several appeared to be in poor condition. Cllr Tennant noted that an additional 3 benches, in the allotment sites off Silsden Rd, were also to be added to the survey listing.

After discussion, it was agreed that members of the Property & Maintenance Committee would inspect the benches together. The Clerk was asked to discuss the survey's findings with the Lengthsman as a first step in planning a refurbishment programme.

147/19 Petanque Court

The Chairman reported that proposals for a new petanque court on a small site near the bowling clubhouse and War Memorial had been discussed with the Civic Society and the planning authority had confirmed that the surfacing of the area for this purpose would be regarded as a permitted development. The proposals were approved in principle for further discussion with the Civic Society.

148/19 Planning Applications

Planning Applications were considered as follows:

19/02889	7 St Ian's Croft	Single storey rear extension
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No comments were to be made to the planning authority.

The Clerk tabled notice of a planning application which had been received too late for consideration at the meeting. The Chairman decided to convene an Extraordinary Meeting of the Council to be held on 24 July for the purpose of considering this matter and deciding any action as necessary.

149/19 Property & Maintenance

An update on maintenance matters, together with the written report of the Lengthsman, was received and noted. The Clerk was asked to consult the Lengthsman as regards weed-spraying at the Pavilion car park, and the Garden Friends as regards the overgrown planting beds at the entrance to the Pavilion.

The Vice-Chairman noted that, when councillors and members of the public had matters to raise concerning the maintenance of non-Council owned land and property (eg roads, street lights), these issues could be reported effectively to BMDC direct, using the links on Bradford's website.

150/19 Old School Capital Project and Library Accommodation

The Clerk gave an update on requirements for the ongoing project. BMDC's proposals for the installation of tourist ("brown") signs to post the location of the Old School as a heritage site had been circulated. The location plans were approved.

Proposals for further expenditure were then discussed, in line with project plans and as financed by grant funding. It was noted that sufficient funds remained available in the Old School capital account for the expenditure proposals, as submitted to the meeting.

Resolved (1): That funds of £300 already allocated for the purpose of providing signage at the Old School (Minute 105/19 refers) be increased to £500, and that proposals, as agreed with the Listed Buildings Officer, for the inscription of name signs for the Library and the Old School on the ground floor front window frames be approved; further, that, subject to consultation with the Chairman and Cllr Naylor as regards the selection of the most appropriate contractor, the Clerk be authorised to make arrangements for the works to be carried out, and to settle the relevant invoices due for payment as pre-authorised payments from the Old School (grant-funded) capital budget.

Resolved (2): That, following assessment of competitive quotations, and subject to further clarification of the quote received from the preferred supplier, expenditure up to £2500 be approved for a new door and frame to be

fitted into the upper floor, and that the Clerk be authorised to place a purchase order as appropriate and to pay any deposit, if required, as a pre-authorised payment from the Old School (grant-funded) capital budget.

Resolved (3): That a quotation of £470 from the Hub's IT contractors for the supply and installation of additional equipment in the Hub be approved, and that the Clerk be authorised to place the purchase order as appropriate, make arrangements for the installations to be made, and to settle any invoice due for payment, if required before the date of the next meeting, as a pre-authorised payment from the Old School (grant-funded) capital budget.

Resolved (4): That a quotation of £220 for the construction of a new wall cupboard in the Hub be approved, and that the Clerk be authorised to place the purchase order as appropriate, make arrangements for the work to be carried out, and to settle any invoice due for payment, if required before the date of the next meeting, as a pre-authorised payment from the Old School (grant-funded) capital budget.

Resolved (5): That, using available grant funds remaining for the project, further expenditure up to £600 be approved for the purchase of additional minor equipment items for the Hub, and that the Clerk, subject to consultation with councillors as necessary over the summer period, be authorised to organise the supplies, and settle any relevant invoices, as pre-authorised payments, as and when appropriate.

Resolved (6): That, in line with project plans and using available grant funds remaining for the project, further expenditure up to £6000 be approved for the provision of additional equipment and associated installation and joinery works in the Hub, and that the Clerk, subject to consultation with councillors as necessary over the summer period, be authorised to organise the supplies and works, and settle any relevant invoices, as pre-authorised payments, as and when appropriate.

151/19 Hub Project

A report on public usage of the Hub since opening of the facility on 22 June 2019 to date was noted, and members were also invited to participate in a small working group to take forward proposals for further developments (Minute 150/19(4) refers).

Resolved: That, in the light of current plans and proposals for further investment of funds in the Hub Project, detailed policies and options for future development of the facility be considered further by a working group comprising the current councillor members of the Hub Project Steering Group, together with the Chairman, and with Cllrs D Brady and Sutcliffe, and that the Clerk be authorised to make arrangements for the group to meet during the summer period.

152/19 Neighbourhood Plan

It was reported that the Examiner's Report had now been published, following consultation with the Council and the Neighbourhood Plan Review Group. First drafts of a flyer and press release had been prepared.

Resolved: That the Neighbourhood Plan Review Group be requested to review and agree draft publicity material for the purpose of publicising progress of the Addingham Neighbourhood Plan through the examination stages, and that expenditure of £700, within budget of £4000, be approved for printing and distribution costs, the Clerk being authorised, if necessary, to pay such costs with immediate effect as pre-authorised payments from the Neighbourhood Planning budget.

The Clerk was asked to request copies of the Post-Examination Draft Plan for display in the Old School.

153/19 Legal Matters

1) It was noted that, pending completion of the CAT application for the Sugar Hill site, a revised licence agreement had been drawn up to enable improvement of the site in the meantime.

Resolved: That a revised licence agreement for use of the Sugar Hill site be approved in the terms submitted to the meeting, and that the Chairman be authorised to sign it on behalf of the Council.

Having declared a disclosable pecuniary interest in the next item on the agenda, Cllr Sutcliffe and the Chairman withdrew from the meeting. In the absence of the Chairman, the Vice Chairman took the Chair.

2) The Vice Chairman reported that advice had been received from the Council's solicitor as regards the proposed sale of land by the Medical Centre to a local resident.

Resolved: That, subject to an investigation of costs to ensure best value, a land surveyor be appointed to act on behalf of the Council in valuing land offered for sale by the Medical Centre.

Cllr Sutcliffe rejoined the meeting.

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

154/19 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including invoices received after publication of the agenda (£4374.40 and £540 payable to the Council's solicitor, and £5 rent due to be paid to Addingham United Charities) be approved, and cheques signed as required.

Approval of the Clerk's overtime claim for June 2019 was ratified.

Cllr Smith and the Chairman rejoined the meeting. The Chairman resumed the Chair.

B. Bank Reconciliation – to end June 2019

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

C. Monitoring Statement to 30 June 2019

The Monitoring Statement to 30 June 2019 was received and noted. It was agreed that any necessary virements would be considered at the end of the second quarter of the year.

D. Proposals for Expenditure

Proposals for expenditure on donations, as requested by village groups, were received.

Resolved: That release of funds of £1445 be approved for the payment of donations to village groups, in line with requests received, and within budget allocations approved in the Budget 2019/20, and that the Clerk be authorised to pay the donations, as pre-authorised payments with immediate effect.

155/19 Consultations and Correspondence

Correspondence received during the month, including BMDC's consultation on the review of polling districts, was noted. It was agreed that no changes were required to polling arrangements in Addingham and a response to this effect would be submitted to Bradford Council.

A request from First Responders for the relocation of the plaque for the Pavilion defibrillator was discussed, and it was agreed that the plaque would be moved by members of the Council. The Clerk was instructed to reply to the request accordingly.

Cllr Jerome intimated that the Memorial Hall Trustees were likely to approve a similar response to the First Responders as regards the relocation of the plaque for the Memorial Hall defibrillator.

156/19 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Emergency Plan – it was noted that a cabinet of equipment for use in implementing emergency procedures had been delivered to the Memorial Hall for storage.
- Primary School Prospectus for use of land – the document had been circulated for information.
- St Peter's Church – it was noted that the current vicar was due to leave her post in mid October.

157/19 Date of Next Meeting

An Extraordinary Meeting of the Council was convened by the Chairman to be held on 24 July at 7pm in the Old School.

The next Ordinary Meeting of the Council would be held on Wednesday 19 September 2019 at 7pm in the Old School.

158/19 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 159/19 below) on the grounds that it relates to confidential personal matters.

159/19 Clerk to the Council – Annual Performance Review

The Chairman and Vice Chairman reported on the review meeting carried out with the Clerk on 12 July. The report was noted.

It was noted that the levels of overtime currently being worked by the Clerk would be formally reviewed in 6 months' time.

Meeting closed at 9.30pm.

Chairman