

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM, ADDINGHAM ON WEDNESDAY 20 JULY 2016 AT 7:30PM**

### **Present**

Cllrs: Batley, Coates (Chairman), Flesher, Hindle, Jerome, Mawson (Vice Chairman), Naylor and Orr.

### **Absent**

Cllrs Brady, Smith and Tennant

### **In Attendance**

Parish Clerk – J Markham

PC Livesley, Craven Ward Officer (to Minute 118 only)

Mr P O'Brien, Environment Agency (to Minute 118 only)

Public – 11

### **115/16 Apologies for Absence**

Received from Cllrs Brady, Smith and Tennant; absences approved.

### **116/16 Disclosures of Interest**

Pursuant to the Council's Code of Conduct, Members were invited to disclose any additional interests (not already listed in the Register of Interests), and to note in the Declarations of Interests Book any interests (whether previously disclosed or not), relevant to the business of the meeting.

Relevant interests noted: Cllr Coates: Disclosable pecuniary interest in agenda item 9 – Pavilion Toilet Extension

Cllr Hindle: Disclosable pecuniary interest in agenda item 6 – P&M Committee – recommendation for repair of dry stone wall at Newtown Allotments

### **117/16 Public Consultation and Question Time, including Police Matters**

At the invitation of the Chairman, Mr O'Brien reported on the Environment Agency's plans to install a fish ladder at Low Mill Weir. Potential arrangements for consulting locally on the proposals were discussed, and a member of the public representing Addingham Angling Club offered to pass information on within local clubs. Mr O'Brien undertook to carry out a leaflet drop to each household in the area; the Clerk would confirm the number of leaflets required for this. Details of the proposals would be posted on the Council's website and Facebook page.

PC Livesley then reported on crime incidents in the Addingham area for July; the two reported incidents included break-ins at all the allotment sheds on one site. In June, criminals operating in the Ilkley and Silsden areas had continued to target the theft of small items, such as car keys and sunglasses, from unlocked doorways and porches, and vehicle crime continued to rise. Information and warnings would be publicised in the village by means of the Council website and Facebook page, and, in response to a query from the Chairman, PC Livesley offered to support the Council in re-launching a Neighbourhood Watch scheme.

Other members of the public present indicated that they wished to speak, at the invitation of the Chairman, during the discussions on specific agenda items later in the meeting.

### **118/16 Minutes of Meeting held on 15 June 2016 and Progress Report, for information only, on Matters Arising from the Minutes**

**Resolved:** That the Minutes of the Meeting held on 15 June 2016, having been taken as read, be approved and signed as a true and correct record by the Chairman.

#### **Matters Arising:**

**Grit bins** – the order had been placed, and the bins would be delivered on payment of the invoice.

**Flooding** – further inspections had been carried out by BMDC, but the Environment Agency had yet to look into the removal of the gravel "shoal" in the beck; additional mapping information had been provided to BMDC in relation to the application for removal of trees growing into the beck. A response had not yet been received from the owners of Long Riddings Farm as regards the removal of blockages in the drainage channel running through their land. This would be followed up by the Clerk.

**Traffic calming proposals** - District Cllr Rickard had reported that both proposals, for a 20mph zone in the Moor Lane area and for a kerb re-alignment at the end of Moor Lane, were being looked into by Highways.

**Annual Return** –the external auditors had requested additional financial information in relation to the high level of retained revenue reserves and this had been provided.

**Community Asset** – Cllr Orr reported that he continued to investigate the proposal, made to him by a resident, for designation of the Swan public house as a community asset, and would report back to a future meeting.

*The remaining Matter Arising, as listed on the Agenda (see Minute 119/16 below) was considered separately for decision.*

### **119/16 Emergency Planning and Community Resilience**

It was noted that the Environment Agency was touring the district with a Flood Recovery Roadshow, which would be calling at the Memorial Hall car park from 6.30pm on 27 July to hear reports of residents' flooding problems. This would be publicised on the website and on Addingham Quack.

Following the presentation provided to members by Mr Slaven, Emergency Planning Officer BMDC, prior to the meeting, it was then:

**Resolved** That a small working group, comprising the Chairman, Vice-Chairman, and Cllr Tennant, together with village volunteer Tony Brady, and with the support of BMDC, be set up in order to give detailed consideration to the completion of a draft Emergency and Flood Plan for presentation to the Council at a future meeting.

### **120/16 Planning Committee**

The draft minutes of the meeting of the Planning Committee held on 6 July 2016 were received and noted.

### **121/16 Property & Maintenance Committee**

The draft minutes of the meeting of the Property & Maintenance Committee held on 6 July 2016, together with the report of the Chairman of the Committee, were received and noted. It was noted that the blocked drainage ditch on Skipton Rd had now been cleared by BMDC, and that the Committee had established that BMDC were responsible for maintaining the bowling clubhouse. This had been communicated to the Bowling Club. It was also noted that, following Cllr Hindle's meeting with the owner of the field at Marchup Beck, fencing was now to be provided by the owner to enclose the horses.

The Committee Chairman's recommendations for decisions on quotations received since the meeting, for the allotment wall repair and for removal of the tree on Stockinger Lane, were considered.

*Having declared a Disclosable Pecuniary Interest (Minute 116/16 refers), Cllr Hindle withdrew from the meeting.*

**Resolved (1):** That the quotation of Cllr Hindle for carrying out repairs to the dry stone wall at the Newtown Allotments be approved in the sum of £40.

*Cllr Hindle rejoined the meeting.*

**Resolved (2):** That the quotation of Keighley Tree Services for the costs of removing the tree on Stockinger Lane be approved in the sum of £600+VAT, with provision approved for an additional sum of approximately £400 to cover removal, if then judged necessary, of the stump and roots thought to be blocking the drainage channel.

### **122/16 Neighbourhood Plan Steering Group**

The oral report of the Chairman of the Neighbourhood Plan Steering Group was received, and additional comments made by Cllr Naylor as regards recommendations for a relatively relaxed timescale in progressing neighbourhood plans, given that the Inspector's report on BMDC's Core Strategy was not expected until later in the year, was noted. The Vice-Chairman then indicated that the Steering Group could be re-launched with revised terms of reference as a consultative group. It was proposed that a meeting of such a group, to which members of the previous working group would be invited, would be set up as soon as a draft project "timeline" had been received from consultants, Kirkwells. In the meantime, new draft terms of reference for the group would be circulated, with a view to finalising recommendations for Council to consider at the next meeting.

The Clerk then reported on additional quotations received from local contractors for development of the Council's website to enable publication of statutory documentation during the Neighbourhood Planning process.

**Resolved:** That the quotation of Westbrook Creative for providing an upgrade of the Council's website be approved in the sum of £1400+VAT.

### **123/16 Xmas Lights**

At the invitation of the Chairman, a representative of Totally Locally presented proposals for the Xmas Lights Switch-on 2016. The date for the event was agreed, but a celebrity to lead it had yet to be selected and suggestions were invited. Further details, including the timing of the road closure, would be sent to the Clerk. Members of Totally Locally indicated that, following the recent re-launch of the campaign, a request for funding support would be made separately to the Council. The Chairman also suggested that the Council could help publicise the campaign and that there could be an opportunity to work together on the new Village Guide.

**Resolved (1):** That the Clerk be authorised to make an application to BMDC for the closure of Main St to traffic on 26 November on the occasion of the Xmas lights switch-on event 2016.

The Clerk then reported that quotations from local electricians for installing, connecting and then removing the Xmas lights had been received.

**Resolved (2):** That the quotation from TAC Electrical Ltd for the installation and removal of the lights for the Xmas lights switch-on 2016 be approved in the sum of £2000+VAT.

### **124/16 Scout Hut/Pavilion**

The Chairman of the Property & Maintenance Committee gave an update on recent meetings held with representatives of community groups to discuss future arrangements for use of the Sports Pavilion, and outlined plans that could be found acceptable to all groups in the short term. He noted the Academy's longer term requirements, and proposed that these remain under discussion. It was then:

**Resolved:** That the Addingham Sports Academy be permitted to use the Sports Pavilion on Sunday mornings, and be provided with access to a changing room (for storage space), and to the main entrance, disabled toilet and kitchen area, and that all parties currently expected to be using the facility (the Academy, Scouts and Football Club) be required to agree shared access arrangements with the Council in writing.

### **125/16 Pavilion Toilet Block Extension**

*Having declared a Disclosable Pecuniary Interest (Minute 116/16 refers), the Chairman withdrew from the meeting. The Vice-Chairman took the Chair.*

The Vice-Chairman reported that building regulations had now been approved.

Cllr Naylor reported that BMDC officers had offered to provide advice to the Council on funding support available for capital projects currently under consideration in the village, and it was agreed that this would be taken forward by Cllrs Naylor and Orr, together with the Clerk. Cllr Orr also offered to meet separately with village representatives to discuss their views on the perceived requirements for public toilets to be provided at this site in the village.

*The Chairman was invited to rejoin the meeting at this point, and she resumed the Chair.*

### **126/16 Consultations**

#### **A. Local Plan**

Comments submitted on the Allocations Development Plan Document (DPD) of the Local Plan by the Civic Society and the Addingham Plan Scrutiny Group were noted. Cllr Naylor reported that a further consultation would be held on site allocations next year, and the Council could take the opportunity to respond then, when, following publication of the Inspector's report on the Core Strategy, the planning authority's proposals were likely to be at a more definite stage.

It was reported that a preliminary date in October had been set for the hearing on the Community Infrastructure Levy examination.

#### **B. Immanuel College**

Immanuel College's proposals to increase their Published Admission Number were noted.

### **127/16 Remembrance Day Parade**

**Resolved (1):** That arrangements be made with the British Legion for Remembrance Day on 13 November 2016, and that the Clerk be authorised to make an application to BMDC for the closure of Main St to traffic to enable the passage of the parade.

**Resolved (2):** That, in the interests of and of direct benefit to some of the inhabitants of Addingham (namely those involved in the observation of Remembrance Day), and whereas, in the opinion of the Council, the expenditure will be commensurate with the benefit(s) identified, the Clerk be authorised to make a donation of £50 (as a s.137 payment) to the British Legion towards the costs of a wreath for Remembrance Day 2016.

### **128/16 Correspondence**

Correspondence circulated for information during the month was noted.

The following items of correspondence were discussed and agreed, as follows:

- Memorial to Gordon Campbell – the request for permission to site a memorial on Medical Centre land would be followed up by the Clerk.
- Greenway – the Council had been invited to make a contribution towards the costs of the feasibility study – this would be discussed at the next meeting.

### **129/16 Financial Matters**

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

**Resolved:** That the presented list of accounts paid and invoices due for payment be approved, and cheques signed as required.

#### **B. Monitoring Statement and Bank Reconciliation - June 2016**

The Monitoring Statement to 30 June 2016, together with the bank reconciliation to 5 July 2016, were noted and initialised by the Chairman and Cllr Jerome.

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

**Resolved (1):** That a blue plaque be purchased for the Band 'Ole.

**Resolved (2):** That a contribution of £95 be provided to the Allotment Association towards the costs of prizes to be awarded at the Memorial Hall show on 13 August.

**Resolved (3):** That a contribution of £650 be provided to the Addingham Gala Committee towards the costs of the Gala held on 9 July 2016.

**Resolved (4):** That funding of £500 be provided to Addingham Garden Friends towards the costs of maintaining and tending the village open spaces in 2016.

It was reported that costed proposals would be put forward to the next meeting for the provision of numbered signs for each allotment.

### **130/16 Chairman's Remarks and Members' Discussion Forum**

The report of the Chairman and members' reports were received for information. Cllr Hindle noted that he was prepared to finance the Council's share of the contribution towards a blue plaque on the Band 'Ole, and members thanked him for this. The following matters were discussed and items were agreed for the **September meeting** as follows:

Village Guide

Possible purchase of additional Xmas lights (to be considered by Cllrs Brady and Tennant)

### **131/16 Date of Next Meeting**

The next Meetings of the Council would be held on:

Thursday 28 July 2016 at 7.15pm

Wednesday 21 September 2016 at 7:00pm, both meetings to be held in The Old School Room.

Meeting closed at 9.55pm.

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Chairman