

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON WEDNESDAY 18 SEPTEMBER 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 177/19 only)

Public – 5

### 173/19 Apologies for Absence

None.

### 174/19 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 items 4 and 18 (if applicable) – Legal Matters - sale of land by medical centre (as potential purchaser and by reason of connected person's interest, respectively)

#### Dispensation requests received:

None

### 175/19 Public Consultation and Question Time, including Police Matters

PCSO Stronell noted that there had been one incident of attempted theft in the village during the previous month. It was noted that a new community alert system had been set up for the local communication of Police messages and warnings. Details and a sign-up form for receipt of messages were passed to the Clerk

Invited to speak during the Public Consultation session, the Chairman of the Civic Society reported that the refurbishment of the telephone kiosk on Cocking Lane had now been completed, and its power supply had been re-established to enable the installation of a defibrillator.

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

### 176/19 Minutes of the Ordinary Meeting held on 17 July 2019 and of the Extraordinary Meetings held on 24 July, 4 September and 11 September, and Progress Report, for information only, on Matters Arising

**Resolved:** That the Minutes of the Meetings held on 17 July, 24 July, 4 September and 11 September 2019, having been taken as read, be approved and signed as a true and correct record in each case by the Chairman.

#### **Matters Arising:**

**Scout Hut and Pavilion** – the Clerk reported that a signed agreement had now been received from the Scouts as regards payment of an annual "services rent".

**Public benches** – it was noted that a maintenance programme for the public benches had been set up and agreed with the Lengthsman, and works to repair them were being carried out, as required. Cllr Hindle noted that, in response to a complaint from a resident, he would inspect the condition of the bench at Big Meadow Drive.

**Allotment Site Managers** – Cllr Tennant reported that allotment holders had been approached to act as representatives for each allotment site and a meeting would be held to progress arrangements in due course.

**Sugar Hill toilets and CAT** – the Clerk reported that BMDC had agreed to carry out minor repairs to the toilets pending further progress with the Stage 2 CAT proposal.

**Sale of land at Medical Centre** – the Clerk reported that a valuation of the land had been carried out and feedback from the potential vendor was awaited.

**TRO on Main St** – it was noted that the scheme relating to No Wait Restrictions on Main St was to be reviewed with Highways on 24 September.

*The remaining Matter Arising, as listed on the Agenda (see Minute 177/19 below) was considered separately for decision as required.*

### **177/19 Primary School (Green Spaces and Environment)**

A final copy of the Primary School's prospectus "The Green Heart of Addingham" was received and welcomed, and an update from the Civic Society's Environment Group on maintenance of the Council-owned green spaces in the village was discussed. In order to improve the system next season, it was agreed that a representative of the group would notify the Clerk whenever works by BMDC contractors were due, so that timely instructions could be passed to Parks officers and performance could be closely monitored.

### **178/19 Finance Committee**

The draft minutes of the meeting of the Finance Committee held on 17 September 2019, together with a revised draft of the Action Plan 2020/23, as discussed by the Finance Committee, were received and noted. The Committee's review of the Council's insurances, and of the risk assessment policy and annual reports was received and approved.

The recommendations of the Committee were considered.

**Resolved (1):** That the draft Action Plan 2020/23, as discussed and amended by the Finance Committee, be noted, and that further review of the Plan and consideration of the first draft of the Budget Statement 2020 be referred to the Finance Committee for detailed work at its next meeting.

**Resolved (2):** That the Finance Committee's proposals relating to salaries and contractor arrangements in 2020/21 be considered further, and that pursuant to Standing Order 10(a)(xi), this item of business be taken in the absence of press and public following Agenda item 18 at the end of the meeting.

### **179/19 Property & Maintenance**

An update on maintenance matters, together with the report of the Lengthsman (presented in his absence by the Clerk), was received and noted. It was reported that weed-spraying and removal had been carried out at the Pavilion car park and the planting areas near the main entrance to the building. It was agreed that proposals for improving the surface of the car park would be investigated further with contractors, and Cllr Flesher agreed to look into concerns with the operation of the car park entrance gate.

### **180/19 Old School Capital Project and Library Accommodation**

The Clerk gave an update on requirements for the ongoing project and presented financial reports on expenditure incurred, as authorised by the Council, during the summer period. With the project nearing completion, the Clerk also submitted proposals for the transfer of funds between the Council bank accounts. It was noted that these proposals were put forward following consultation with the internal auditor.

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

In considering quotations for the costs of preparing a new sign for the Hub for the side wall of the building, it was agreed to continue using the services of the specialist sign-writer who had worked on the Library window signs, in order to ensure consistency of workmanship across the building as a whole.

Following receipt of comments from a user as regards the disabled access into the Hub, the Clerk was also asked to look into the possibility of further improving the ramp to the rear of the building.

**Resolved (1):** That funds of up to £1500 be approved for the purpose of applying for listed buildings consent and having a new sign and new noticeboard installed on the side wall of the Old School, and the Clerk be authorised to place purchase orders accordingly on the advice of the project architect and in line with quotations received from suppliers.

**Resolved (2):** That expenditure of £150 be approved for the adjustment of the shelf for the Library's router box, and that the Clerk be authorised to place a purchase order for the works to be carried out by the approved contractor, in line with the quotation received.

**Resolved (3):** That fund transfers of £1859.55 from the capital account to reimburse the Council's main bank account for minor expenditure incurred in respect of the capital project from April 2019 to date be ratified and approved.

**Resolved (4):** That a fund transfer of £13813 from the capital account to reimburse the Council's main bank account for expenditure on professional fees incurred in respect of the design and preparation of the capital project, before receipt of grant funding and the establishment of a separate capital account, be approved.

**Resolved (5):** That, following payment of outstanding and committed project costs as authorised by the Council, and reimbursement of funds by transfers as required, the Clerk be instructed to transfer the remaining balance on the capital account to the main bank account, such funds to be set aside and earmarked for any further capital expenditure required for the Old School, including the development of the archive at the Hub.

### **181/19 Hub Project**

A report on public usage of the Hub from July-August 2019 to date was received, and it was noted that usage of the facility for drop-in visitors seemed to be increasing, especially when the Hub was open at the same time as the Library. Members were invited to consider running council surgeries on a regular basis.

### **182/19 Neighbourhood Plan**

It was reported that BMDC's Executive Committee had approved the Plan, subject to referendum, which would need to be held by mid-January 2020 at the latest. The date of the referendum, to be set in accordance with a statutory timescale, was to be advised by the planning authority.

**Resolved:** That expenditure up to £1400 be approved for the costs of publicising the Addingham Neighbourhood Plan's public referendum, and that the Clerk be authorised to make arrangements, prepare material and place service orders, as necessary and in accordance with the timescale set by the planning authority.

### **183/19 Petanque Court**

A paper from the Civic Society, setting out further proposals for development of a petanque court near the War Memorial, was received and noted. The proposals were approved, but subject to the proviso that the court would not be used during the period of Remembrance each year.

### **184/19 Forthcoming Events**

The Clerk reported on action taken to date in preparation for the Remembrance Sunday and Christmas Lights events 2019. The action checklists were noted, and Cllrs Tennant, Smith, D Brady, Flesher and Wilcox offered to help organise the Christmas event road closures on the day.

After discussion, it was then

**Resolved (1):** That a small working group be appointed in order to investigate requirements for a set of new Christmas lights near the Old School on Main St, with members being appointed to the group as follows: the Vice Chairman, together with Cllrs D Brady, Smith and Wilcox.

Subject to specifications being put forward by the working group, the Clerk was asked to source quotations for supply of the additional lights.

**Resolved (2):** That expenditure up to £2400 be approved for the purchase of additional Christmas lights for installation near the Old School on Main St for the Christmas Lights event in 2019/20.

### **185/19 Policies & Procedures**

**Resolved:** That new model Financial Procedures be adopted, in the form as submitted to the meeting, with immediate effect.

The Clerk noted that NALC were to issue amended updated versions of the Disciplinary & Grievance Procedures, and consideration of this item was deferred to the next meeting.

### **186/19 Website and Accessibility Regulations**

The Clerk reported that work to upgrade the website in compliance with the new Regulations had been completed and a Statement of Accessibility was being prepared.

The proposed design for the upgraded website was approved.

### **187/19 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.

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

#### **B. Bank Reconciliation – to end August 2019**

The Bank Reconciliation to 9 September 2019 was received and noted.

#### **C. Proposal for Expenditure**

A quotation for installation and removal of the Christmas lights for the 2019 event was received.

**Resolved:** That costs of £3000 be approved for the installation and removal of the Christmas lights for the season 2019/20.

### **188/19 Consultations and Correspondence**

Correspondence received during the month, including a letter from the Garden Friends thanking the Council for the annual donation of £500, was noted. The Chairman noted that the Friends were to be asked to itemise expenditure of grant monies, in line with procedures agreed by the Finance Committee at its meeting on 17 September (FC Minute 13/19 refers).

A request from the Garden Friends to remove the planter at the side of the Old School was discussed and it was agreed to offer to replace it, if the Friends undertook to continue maintaining the planting. A separate request to relocate the memorial stone at Sugar Hill would be reviewed subject to completion of the CAT.

Draft responses prepared in respect of BMDC's consultations on the Core Strategy and Open Space Review were received and approved, and the Clerk was authorised to submit them to the planning authority on behalf of the Council.

It was noted that NALC had invited responses to a consultative review of local government audit. The Clerk was asked to respond to the review, recording the Council's comments as regards the costs of handling queries raised by local electors with external auditors.

### **189/19 Chairman's Remarks and Members' Discussion Forum**

The following matters were discussed:

- Emergency Plan – it was noted that the repeater was due to be installed at the Old School on 19 September.
- Members' identity cards – it was agreed to look into the options for supplying identification badges for members to use when representing the Council and engaged on Council business.

- Flood Warning Survey – an online survey form being distributed to residents on Main St was noted; the survey details would be publicised further on the Council website and Facebook page.
- Reducing carbon emissions – a report on discussions held at a recent Councils Liaison meeting was noted, together with a report on the matter prepared by the Civic Society in December 2018.

### **190/19 Date of Next Meeting**

The next Ordinary Meeting of the Council would be held on Wednesday 16 October 2019 at 7pm in the Old School.

### **191/19 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 192/19 below) on the grounds that it relates to confidential personal matters.

### **192/19 Review of Salaries and Contractor Costs**

The schedule of salaries and contractor costs for 2020/21, with proposals as recommended by the Finance Committee (Minute 178/19(2) above refers), was reviewed.

**Resolved (1):** That the Clerk's salary spinal reference point and weekly hours be increased with immediate effect to accommodate ongoing workload requirements, to reflect increased responsibilities and to conform with national standards, and that the Clerk be instructed to inform BMDC Payroll administrators accordingly.

**Resolved (2):** That the contract for the village lengthsman continue to be rolled forward from 2020/21 in line with contractual arrangements agreed in 2015/16.

Meeting closed at 9.20pm.

---

Chairman