

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL, ADDINGHAM ON WEDNESDAY 20 NOVEMBER 2019 AT 7:00PM

Present

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

Absent

Cllrs Tennant and Wilcox

In Attendance

Parish Clerk – J Markham

PCSO Stronell (to Minute 217/19 only)

Public – 4

215/19 Apologies for Absence

Received from Cllrs Tennant and Wilcox; reasons for absences approved

216/19 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 and Hub Project (as trustees of Community Library)

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

Cllr Jerome – Agenda item 14 – Youth Centre (as trustee of charity)

Disclosable Pecuniary Interests:

The Chairman – Agenda item 19– Sale of Land at Medical Centre (by reason of connected person's interest)

Cllr Sutcliffe – Agenda item 19 – Sale of Land at Medical Centre (as potential buyer)

Dispensation requests received:

None

217/19 Public Consultation and Question Time, including Police Matters

PCSO Stronell reported that there had been no incidents of crime recorded by the Police in the village during the previous month. The Chairman noted, however, that the Garden Friends had reported the theft of plants from tubs around the village.

Cllr Sutcliffe noted that incidences of anti-social behaviour at the MUGA continued to be observed; this would be monitored. Councillors present were invited to sign up to receive Community Watch alerts. Addingham residents had also been encouraged via social media to participate in the neighbourhood scheme.

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

218/19 Minutes of the Ordinary Meeting held on 16 October 2019, and Progress Report, for information only, on Matters Arising

Resolved: That the Minutes of the Meeting held on 16 October, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Sugar Hill CAT –the Clerk reported that no further progress had been made on the Stage 2 CAT proposal.

Enquiries had been made as regards an additional transfer of the old First School site, but responses to date indicated that the land was unlikely to be made available.

Garden Friends – after receiving note of the Council's decision to have the existing planter retained in situ in the short term, the Friends had emptied it and requested its removal. The Clerk noted that the costs of replacing it would have been in the order of £200.

Pavilion car park gate – Cllr Flesher noted that he would look into any necessary repairs shortly.

Members' ID badges – Cllr indicated that, as no response had as yet been received from officers at BMDC, the request for badges should again be followed up with the emergency planning team.

External Audit – the Clerk noted that details of the investigation had yet to be received from the auditors.

The remaining Matters Arising, as listed on the Agenda (see Minutes 219/19-220/19 below) were considered separately for decision as required.

219/19 TRO Main St

The Chairman reported that BMDC Highways officers had confirmed the proposed extent of parking restrictions on Main St in line with requests made by the Council. After discussion, it was agreed to submit a request for further parking restrictions to be introduced near the bend on Main St beside the Hen Pen garden. It had also been confirmed that traffic flows on Bolton Rd would be investigated further.

220/19 Village Map

The Clerk reported that the costs of preparing an updated hand-drawn map of the village had been investigated with alternative suppliers, and quotations had been sourced.

Resolved: That the order placed with the Yorkshire Wordwright for the production of a drawing of an up to date map of the village, and the allocation of funds of £210 from the tourism budget for the purpose, be confirmed, and that the Clerk be authorised to continue working with contractors to finalise the new map.

221/19 Finance Committee – Recommendations for Budget and Precept 2020/21

The draft minutes of the meeting of the Finance Committee held on 30 October 2018, together with a revised draft of the Budget 2019/20, were received and noted, and the recommendations of the Committee were considered.

It was reported that tax base data had not yet been received from the billing authority to enable calculation of the precept with reference to the Band D property charge, and a decision on the matter was therefore deferred to the next meeting.

222/19 Property & Maintenance

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

The following maintenance matters were discussed and action agreed as follows:

- The broken flagstone near the MUGA was to be replaced by Cllr Hindle, with a suitable stone supplied by Cllr Naylor.
- The remains of a number of overgrown trees on the allotment sites, cut down by Cllr Hindle, would be removed by Cllr Flesher.

The Lengthsman noted that the flagstones near the War Memorial had not yet been properly repaired by Highways, and requests for maintenance continued to be submitted.

In the absence of the Vice Chairman, it was noted that proposals for maintenance of the allotment sites during the winter season would be considered at the next meeting.

223/19 Old School Capital Project, Hub Project and Library Accommodation

The Clerk gave an update on progress in equipping the Old School, in line with project plans and as financed by grant funding, and financial monitoring reports, circulated to members, were received and noted.

The monthly report on public usage of the Hub was discussed, and it was noted that footfall had increased significantly during November as residents visited the Neighbourhood Plan exhibition. A suggestion put forward for use of the premises as a drop-in point for distribution of out-of-date excess foodstuffs from the Coop, and a separate request made by a representative of the Environment Group for provision of a facility at the Hub for residents to refill plastic detergent bottles, were not supported.

The Clerk reported on quotations for the costs of laying a non-slip surface on the sloping side entrance to the rear of the Old School, used as the disabled access. It was agreed that this would be considered further, subject to confirmation of the extent of the Council's ownership of the pathway.

Cllr Naylor reported on an ongoing public engagement exercise being conducted by BMDC into usage of the district's libraries. Officers were due to provide a drop-in session in Addingham on 26 November. To support the exercise, Addingham Library had circulated their own online survey to collate local user feedback.

224/19 Parish Council Archive Project

Cllr Naylor introduced a scoping report on the Parish Council Archive Project, put together following research and consultations with public agencies, including West Yorkshire Archive Services. It was noted that the project, if supported, was designed to be taken forward alongside the work being carried out by the Civic Society to catalogue the village photographic archive.

Resolved: That the Parish Council Archive Project be supported in principle, that the Clerk be authorised to continue to work with Cllr Naylor in developing proposals in more detail and potentially to start the process of applying for grant funding for the project, and that expenditure of £2500 be authorised (as available in bank reserves, and as earmarked for the purpose of funding improvements in Council-owned assets) for the purpose of commissioning initial works to digitise a section of the Minute book archive, in order to assess project viability and provide a clearer indication of budget requirements for the longer term development of the project.

225/19 Neighbourhood Plan

Cllr Naylor reported on arrangements in place for the referendum. It was noted that publicity exercises, including 2 surgeries led by the Chairman and Vice-Chairman, had continued, to ensure public understanding of the vote and the role of the Plan, if adopted, in helping to shape the development of the village.

It was reported that a query had been raised by a local resident concerning the publicity material, but, as no further explanations had been provided by the resident, it was agreed that it would be impossible for the Council to respond. The Clerk was asked to notify the complainant accordingly.

226/19 Christmas Lights - 23 November 2019

An update on arrangements for the forthcoming event was discussed. It had been agreed that the service would be conducted this year from the Hen Pen garden, where hard-standing could be provided for the participants and players in the Brass Band.

227/19 Environment Group

Item deferred to next meeting.

228/19 Information Commissioner's Office – Complaint

The Clerk reported that, in response to complaints submitted to the ICO by a local resident, a draft paper had been prepared to send to the ICO, together with folders of evidence, to support the Council's decision (Minute 229/18 refers) to regard the resident as a vexatious correspondent. It was noted that the overtime worked by the Clerk to date in preparing the response had amounted to some 28 hours. The costs of this were to be borne by the Council from funds raised by local taxation.

Resolved: That a response be sent to the Information Commissioner to explain the Council's decisions to refuse requests for information from an Addingham resident, that the draft paper prepared by the Clerk, as circulated to Members as a confidential meeting paper, be approved for this purpose, and that the Clerk be authorised to submit the response, with attachments and evidence folders, to the ICO forthwith.

229/19 Financial Matters

A. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, including an invoice submitted after publication of the payments schedule by JC Cowgill for joinery work, be approved, and cheques signed as required. Approval of the Clerk's overtime claim for October 2019 was ratified.

B. Bank Reconciliation – to end October 2019

The Bank Reconciliation to 11 November 2019 was received and noted.

C. Expenditure Proposal

Resolved: That payment of up to £75 be authorised for the costs of participation by the Clerk in forthcoming training webinars from November 2019 and into 2020.

230/19 Consultations and Correspondence

Correspondence received during the month was noted. The following matters were discussed and action agreed as follows:

- Youth Centre – request for funding support for maintenance of premises by means of an interest-free loan. After discussion, it was agreed that the charity's plans and options needed to be investigated further and a decision on the request was deferred to the next meeting.
- Burley Parish Council – request for contribution towards costs of Duke of Edinburgh Scheme. This was not to be supported for reasons previously communicated to Burley.
- Football Club – request for use of Hoffman Wood field for winter fixtures – permission granted.

231/19 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Emergency Plan – a training session with the Fire Service was to be held on 3 December at 3pm in the Memorial Hall. The Lengthsman agreed to attend.
- Councillor training – the dates of upcoming webinar sessions were noted. Outside the meeting, Cllr Sutcliffe had confirmed attendance at a number of them by way of undertaking training for new councillors. Payment of session fees of £75 was authorised.

232/19 Date of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 18 December 2019 at 7pm in the Old School. A schedule of meeting dates in 2020 would be circulated to Members outside the meeting.

233/19 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 234/19-236/19 below) on the grounds that they relate to confidential personal and contractual matters.

234/19 Hub Administrator

The role of the Administrator was reviewed.

Resolved: That the hours of the Hub Administrator be increased to 20 hours per week with immediate effect. *Having declared an interest in agenda item 18, the Chairman and Cllr Sutcliffe withdrew from the meeting.*

235/19 Election of Chairman of Meeting

In the absence of both the Chairman and Vice Chairman of the Council, it was

Resolved: That Cllr D Brady be and she is hereby elected Chairman of the Meeting with immediate effect.

236/19 Sale of Land at Medical Centre

The Clerk reported that planning consent for the development of the land as a garden extension had now been received, and the calculation of the payment due to the Council under the provisions of the overage agreement on the Medical Centre site had been produced by the Council's professional advisers. The matter had now been put in the hands of solicitors for both parties.

Meeting closed at 9.10pm. _____

Chairman