

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL, ADDINGHAM ON WEDNESDAY 18 DECEMBER 2019 AT 7:00PM

Present

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

Absent

Cllrs Flesher and Sutcliffe

In Attendance

Parish Clerk – J Markham

Public – 5

244/19 Apologies for Absence

Received from Cllrs Flesher and Sutcliffe; reasons for absences approved

245/19 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 and Hub Project (as trustees of Community Library)

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

Disclosable Pecuniary Interests:

Cllrs Hindle and T Brady – Agenda item 15D – reimbursement of expenses

Dispensation requests received:

None

246/19 Public Consultation and Question Time, including Police Matters

The Clerk read out a report on incidents of crime recorded by the Police in the village during the previous month, and noted that PCSO Stronell was to run a surgery in the Hub on a monthly basis.

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

247/19 Minutes of the Ordinary Meeting held on 20 November 2019 and the Extraordinary Meeting held on 21 November 2019, and Progress Report, for information only, on Matters

Arising

Resolved: That the Minutes of the Meetings held on 20 and 21 November, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Youth Centre – the Clerk reported that no further information had been received from the group.

TRO Main St – an application had been made to Highways for further parking restrictions at the corner of Main St near the Hen Pen garden.

Village map – a final draft was being prepared.

Library service public engagement – further discussions between Bradford officers and local libraries were expected in the New Year.

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

ICO FOI complaint – a response to the investigation had been sent to the ICO and a decision notice was awaited.

The remaining Matters Arising, as listed on the Agenda (see Minutes 248/19-249/19 below) were considered separately for decision as required.

248/19 Heritage Records Project (Parish Council Archive)

The Chairman noted that, in order to forestall any potential confusion between the Council's project and the Civic Society's separate (but related) project to catalogue the village photo archive, the ongoing work on the Parish Council's archive needed to be renamed, and, after a brief discussion, it was decided to refer to it as the Heritage Records Project as a working title at this stage.

Cllr Naylor gave an update on action taken to progress the project in line with proposals agreed at the last meeting. The Clerk noted that work had continued to assess quotes for digitising the hand-written minute ledgers.

249/19 Disabled Access Route to Hub

It was noted that initial contact with two of the neighbouring residents behind the Old School had not fully resolved the question of ownership of the access pathway to the Hub. It was agreed that a letter should be sent

to all of the neighbours advising them of the Council's intentions as regards possible improvement works and inviting any comments. The Clerk was also asked to review the quotations received to date to ensure that proposals for resurfacing materials were appropriate in each case.

250/19 Budget and Precept 2020/21

The draft Budget Statement was received and noted, and the recommendations of the Finance Committee, as put forward from its meeting on 30 October, were considered.

It was reported that tax base data had now been supplied from the billing authority, and, if approved, the Budget would require minimal increase in the precept 2020/21. It was noted, however, that details of the NALC 2020 Salary Award for Local Council Clerks had not yet been received.

Resolved (1) That the draft Budget 2020/21, a copy of which is attached to these Minutes as an Appendix, be approved, and that it be used as the basis for setting the Parish Precept 2020/21 in order that sufficient funds be made available for budgeted expenditure, taking account of the level of funds available as carried forward from the previous financial year, but including contingency for the ongoing requirements of taking forward agreed projects and plans set out in year 1 of the Council's Action Plan 2020-23, and also contingency provision for increased costs in services potentially arising as a result of cutbacks by the District Council, and that the Clerk be authorised to complete the precept form accordingly and arrange for its signature by the Chairman.

Resolved (2): That, after taking account of the decision to set the Precept 2020/21 to provide in full for budgeted requirements and contingency provisions 2020/21 (Resolution 1 above refers), all funds currently held in bank reserves be set aside, first, for expenditure on the maintenance and improvement of community Council-owned assets, including capital expenditure on equipment and furnishings, and for the improvement and development of the amenity value of village areas and community services, and secondly, in the light of funding constraints affecting services currently provided by BMDC, with a view to ensuring sufficient contingency provision to cover any potential but unbudgeted requirements for the introduction of new services during the course of the financial year.

251/19 Planning Applications

Planning Applications were considered as follows:

- | | | | |
|----|--------------|----------------------|-------------------------------------|
| 1) | 19/04804/HOU | 2 Moor Lane | Replacement front porch |
| 2) | 19/04823/FUL | Land at Cocking Lane | Construction of timber storage barn |
| 3) | 19/04846/HOU | Church Key Cottage | 2 new windows |

No comments were to be made to the planning authority.

In response to a query, the Clerk was asked to notify the planning authority of a possible enforcement issue concerning the condition of a development site off Silsden Rd.

252/19 Property & Maintenance

An update on maintenance matters, together with the report of the Lengthsman, was received and noted. It was noted that the issues reported to the last meeting had now all been resolved.

The Vice Chairman noted that proposals for maintenance of the allotment sites during the winter season would be brought forward to the January meeting.

253/19 Old School Capital Project, Hub Project and Library Accommodation

The monthly reports on public usage of the Hub, together with the results of a recent visitor questionnaire, were discussed and noted, and members asked the Clerk to pass on thanks to the Hub Administrator for her hard work and achievements in establishing the new services from the Hub. The Chairman encouraged all councillors to consider the ongoing and future development of activities, and feed in proposals and ideas to the staff. Members were reminded that Council Surgeries were being held on Saturday mornings.

The Clerk explained plans for January events in the Hub, when the exhibition, mounted by the Environment Group, was to focus on flooding in the village. Associated activities, including two coffee mornings, were being set up, and representatives of grant-funding bodies had been invited to attend.

The Clerk gave a brief update on progress in equipping the Old School, in line with project plans and as financed by grant funding.

Resolved: That expenditure up to £200 be approved for blinds for the two south facing windows, and that the Clerk be authorised to source an appropriate product and place a purchase order with suppliers accordingly.

254/19 Neighbourhood Plan

Cllr Naylor gave an update, following approval of the Plan at the referendum held on 28 November. It was noted that the Plan had now to be formally adopted by BMDC and copies of the final document would then be made available for printing and distribution locally.

On behalf of the Council, Cllr Tenant thanked all the volunteers who had worked hard to enable completion of the Plan. He noted that it would now form the basis for further work to implement and review policies, as necessary, subject to decisions to be made by the planning authority on the district-wide Core Strategy.

255/19 Information Commissioner's Office – Data Protection Complaint

The Clerk reported that, although a decision notice on a complaint currently being considered by the ICO had still

not been issued (see Minute 247/19 above), a second complaint submitted to the ICO by the same village resident was now being handled, and the Council had been invited to carry out a review of recent business decisions relating to the publication of Neighbourhood Plan documents.

Resolved: That notice of a Data Protection Complaint received from the Information Commissioner on 9 December be noted, that a full review of matters relating to the complaint be carried out, and that a working group of the Council be appointed in order to carry out the review, with members being appointed to it as follows: the Chairman and Cllrs T Brady, Smith and Wilcox, and with responsibilities to report back to the Council with findings and full recommendations early in the New Year.

256/19 Public Events

Feedback from recent public events in the village, the Remembrance Parade and the Christmas Lights Switch-on was discussed. It was agreed that issues concerning road closures and arrangements for future events would be reviewed further by councillors in the New Year. The Clerk was asked to research current availability for traffic marshal training courses locally.

The Clerk proposed that funds be allocated for the purpose of investing in preparations for future events.

Resolved: That expenditure of up to £300 be approved from the Events & Celebrations budget 2019/20 for the purpose of investing in equipment, supplies and services for future public events in the village, and that the Clerk be authorised to place orders as appropriate and make arrangements for any works to be carried out and costs incurred by volunteers reimbursed as appropriate.

257/19 Civic Society Environment Group

A report from the Environment Group was noted, and proposals for continued work in the village were introduced by members of the Group, present at the meeting.

Resolved: That a herbicide free management policy for Addingham's green spaces be approved, and that the Clerk be authorised to instruct BMDC's maintenance teams accordingly.

It was agreed that proposals for tree-planting on Council-owned land would be investigated further, with input from BMDC officers, and with a view to ensuring that a strategic approach could be adopted in line with plans for other improvements to amenity areas. Cllr Naylor agreed to liaise with BMDC officers in the first instance. As regards proposals for tree planting near the Pavilion, the Environment Group was asked to clarify the Scouts' plans for the area identified; subject to their confirmation that the site was no longer earmarked for their requirements, it would be included in the strategic review.

258/19 Civic Society History Group - Photo Archive Project

Cllr Wilcox gave a demonstration of the online access to images, as catalogued to date, and introduced two reports from the Civic Society's History Group with proposals requesting financial support from the Parish Council for the Group's work.

Resolved: That grant funding of £4950 be provided to Addingham Civic Society for the costs of cataloguing the photo archive.

Cllr Hindle gave apologies and left the meeting.

As regards the second proposal, for support towards the costs of a laptop and cloud storage, it was agreed to look into the possibility of lending one of the Hub computers to the Group.

Outside the meeting, members were advised that, subject to the presentation of a final balance of outstanding funds in the Council's grant-funded capital project account, consideration would need to be given, at the next meeting, to proposals for potential virement of funds to the Grants budget, in order to adjust overall budgetary provision in the current financial year, as necessary.

259/19 Legal Matters

A. Policies

The following revised policies, as recommended for adoption by SLCC, were approved:

- Grievance Policy
- Disciplinary Policy

B. Land Registrations

The Clerk reported on progress being made to apply for voluntary registrations of Council-owned land in the village. It was noted that investigations had revealed that the garden seating area on North St, although maintained by the Garden Friends on behalf of the Council for a number of years, in fact remained in the ownership of BMDC.

Resolved: That work to apply for transfer of the North St garden site from BMDC to the ownership of the Parish Council be approved, and that the Clerk be authorised to work with Bradford's asset management officers and with the Council's solicitor accordingly.

C. Cricket Club Lease

The Clerk reported that, following changes in the Club's Board of Trustees, a revised copy of the lease had been drawn up by solicitors.

Resolved: That the revised draft lease with the Cricket Club be approved, in the form as presented to the meeting, and that the Chairman and Vice-Chairman be authorised to execute it on behalf of the Council.

Having declared a financial interest in the next item on the agenda, Cllr T Brady withdrew from the meeting.

260/19 Financial Matters

D. Invoices for payment

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

Cllr T Brady rejoined the meeting.

E. Bank Reconciliation – to end November 2019

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

F. Expenditure Proposals

Resolved (1): That payment of £200 be authorised as a donation to the Yorkshire Firefighters Charity in recognition of their support at a recent training event on the Emergency Plan.

The Clerk reported that competitive quotes had been sourced for the cost of services supplied to the Pavilion to ensure best value contracts. The quotations were discussed.

Resolved (2): That the contract for supply of water to the Pavilion be retained with the current supplier.

Resolved (3): That the contract for supply of electricity to the Pavilion be renewed with British Gas for 1 year, and that the Clerk be authorised to complete, and/or arrange completion of, the necessary paperwork and direct debit mandate as necessary.

261/19 Consultations and Correspondence

Correspondence received during the month was noted. Notice of a lottery-funded nationwide community Big Lunch event in June would be passed to the Civic Society.

262/19 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Bridleway near R Wharfe – the Chairman reported that, following the re-opening of access at High Mill, the bridleway could be reinstated and the Clerk was asked to follow this up with BMDC officers.
- Councillor training – following attendance by the Chairman and Cllr D Brady at a recent YLCA chairmanship skills course, webinar sessions continued, and councillors were encouraged to take up opportunities as appropriate.
- Emergency Plan – members confirmed consent for publication of their personal contact details in the Plan. Cllr T Brady noted that he would be bringing forward a full list of supplies, potentially necessary in the event of an emergency, for approval at the next meeting, and it was agreed that he would liaise with the Clerk as regards possible storage space for them in the Hub.

263/19 Dates of Next Meetings

The next Ordinary Meeting of the Council would be held on Wednesday 22 January 2020 at 7pm in the Old School.

The schedule of meeting dates in 2020 was approved.

Meeting closed at 9.40pm

Chairman