

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL, ADDINGHAM ON WEDNESDAY 22 JANUARY 2020 AT 7:00PM

Present

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

Absent

Cllrs Flesher, Naylor and Tennant

In Attendance

Parish Clerk – J Markham

Public – 6

1/20 Apologies for Absence

Received from Cllrs Flesher, Naylor and Tennant; reasons for absences approved

2/20 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)

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

3/20 Public Consultation and Question Time, including Police Matters

The monthly report from the Police was not available.

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

4/20 Minutes of the Ordinary Meeting held on 18 December 2019, and Progress Report, for information only, on Matters Arising

Resolved: That the Minutes of the Meeting held on 18 December, having been taken as read, be approved and signed as a true and correct record by the Chairman.

Matters Arising:

Herbicide-free policy for green spaces – BMDC maintenance teams had been advised to implement the policy during the 2020 season and the Environment Group had supplied a full list of sites to be included.

Bridleway near R Wharfe – matters were to be progressed by the Footpaths Officer and Addingham United Charities

Village map – the final draft was being prepared with input from members.

Land Registrations – registration of the Silsden Rd recreation ground had been completed, and work continued on the rest of the Council's land holdings around the village.

Public events – it was noted that further information was awaited as regards the repainting of the ducks on Main St.

ICO FOI Complaint – the Clerk reported that the ICO had now concluded their investigation and the decisions of the Council to refuse two freedom of information requests as vexatious had been upheld.

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 5/20-8/20 below) were considered separately for decision as required.

5/20 TRO on Main St

The Chairman reported that further information had now been received from Highways, and plans had been circulated to members.

Resolved: That proposals for additional parking restrictions on Main St, as presented by BMDC in plans distributed to the Council, be confirmed and that the highways authority be requested to implement them accordingly.

6/20 Civic Society History Group - Photo Archive Project

Cllr Wilcox gave an update on the Group's work and, noting receipt of financial support towards the costs of a cataloguing system, and subsequent review of the Group's future and ongoing requirements, put forward proposals for additional grant funding from the Council.

Resolved: That grant funding of £1500 be provided to Addingham Civic Society for the costs of equipment, storage and related services for development of the Photo Archive Project.

7/20 Heritage Records Project (Parish Council Archive)

The Clerk gave an update on work on the Heritage Records Project. It was noted that work was now ongoing to digitise the hand-written minute ledgers; an application was shortly to be made for grant funding from the National Archives towards the costs of scoping the full project.

8/20 Disabled Access Route to Hub

It was noted that a letter had been sent to the owners of neighbouring properties advising them of the Council's intentions as regards possible improvement works to the path to Hub entrance, and no objections had been raised. The Clerk reported on possible options for resurfacing materials, and these were discussed alongside alternative proposals put forward by Cllr Hindle.

Resolved: That proposals for improvement works to the surface of the disabled access pathway to the rear of the Old School be approved, and that funds of up to £300 be authorised for the costs of installing a handrail and for providing a coating of non-slip paint to the existing tarmac surface.

It was agreed that user feedback would be monitored, and, if necessary, further consideration would be given to alternative resurfacing options at a later date.

9/20 Planning Applications

Planning Applications were considered as follows:

19/05178/HOU 8 St Leonards Close Single storey side extension

No comments were to be made to the planning authority.

10/20 Property & Maintenance

An update on maintenance matters, together with the report of the Lengthsman, was received and noted. The following matters were discussed:

- Pavilion

It was noted that urgent works had been completed to clear the drains near the Pavilion. The Clerk reported on a number of minor maintenance repairs for the building. A quotation of £150 for replacement of a dripping tap was noted and would be brought forward at a later date if the works were required.

Resolved (1): That funds of £95 be approved for the replacement of 2 defective security lights at the Pavilion and that the Clerk be authorised to place the order with existing contractors accordingly.

- Car park

It was noted that the car park had now been resurfaced and, at the request of the Chairman and Vice-Chairman, contractors had been asked to quote additionally to level and surface the area in front of the Pavilion entrance and by the path to the toilets.

Resolved (2): That funds of £1800 be approved for the costs of levelling and surfacing works at the Pavilion car park and that the Clerk be authorised to place the order with existing contractors accordingly.

- MUGA and nearby areas

The Lengthsman noted that damaged flagstones near the new petanque court had been inspected by parks maintenance teams, and also reported that run-off water was draining regularly onto the MUGA. The Environment Group would be asked to advise on this. A discussion was held as regards the best means of enabling use of the MUGA for both informal play and booking groups. The Clerk was asked to organise new signage to clarify user arrangements.

- Allotments

The Chairman reported that revised arrangements for the administration of the allotments by Council staff from the Hub were to be confirmed at the Allotments Association AGM on 23 January.

11/20 Old School Capital Project, Hub Project and Library Accommodation

The monthly report on public usage of the Hub was discussed and noted. The Clerk noted that the current exhibition on flooding in the village was being well-attended, with representatives of grant-funding bodies visiting during the two coffee mornings.

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 of £70 be approved for an additional display board, and that the Clerk be authorised to source an appropriate product and place a purchase order with suppliers accordingly.

It was noted that Cllr T Brady and the Lengthsman had agreed to hold a full set of keys for the Old School and would act as the primary contacts in the event of an emergency call-out.

12/20 Information Commissioner's Office – Data Protection Complaint

The recommendations of the working group appointed to review issues relating to a data protection complaint were received.

Resolved: That, following a full review of matters relating to a complaint submitted to the Information Commissioner as regards data protection, and with the Neighbourhood Plan now completed and approved at referendum, the Clerk be authorised to replace material on the Council's website, as appropriate, and to inform the complainant accordingly.

13/20 Civic Society Environment Group

A report from the Environment Group with proposals for tree-planting on Council-owned land was noted, and the Chairman reported on a separate meeting held with BMDC officers, at which the availability of some funding for tree works had been suggested.

Resolved: That the Environment Group's proposals for tree and hedge planting on Council-owned land be approved, and that the Clerk be authorised to notify the Group and BMDC officers, and to apply for planning consent for tree works in a conservation area, as required.

14/20 Spring Newsletter

The Clerk reported that draft copy for the next edition of the newsletter was now being finalised.

Resolved: That funds of up to £1870 be approved for the costs of printing the Spring 2020 edition of the newsletter.

15/20 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 payment schedule by Whitakers Blinds, be approved, and cheques signed as required. Approval of the Clerk's overtime claim for December 2019 was ratified.

B. Bank Reconciliation – to end December 2019

The Bank Reconciliation to 13 January 2020 was received and noted.

C. Monitoring Statement

The Monitoring Statement to 31 December 2019 was received and noted. In light of recent decisions to provide financial support to the Civic Society by way of donations, it was

Resolved: That £4000 be vired from the general contingency budget and £1000 from the Neighbourhood Planning budget, with the total of £5000 being transferred into the Donations & Grants budget, and that vired funds be made available for expenditure with immediate effect as and when required and as approved by Council.

16/20 Consultations and Correspondence

Correspondence received during the month was noted. It was noted that the new petanque court had now been created to the side of the Bowling Green.

An email from a village resident concerning night-time usage of the path from the Pavilion past the MUGA was noted, and the issues raised would be discussed at the next meeting.

17/20 Chairman's Remarks and Members' Discussion Forum

The following matters were discussed:

- Emergency Plan –the Chairman noted that a quotation for supplies, potentially necessary in the event of an emergency, was awaited and would be reported to the next meeting. Cllr T Brady reported that the Plan had now been fully updated and that the Memorial Hall was to be used as the emergency "refuge" location.
- Councillor surgeries – the Chairman proposed that arrangements for a monthly surgery from 10.30am to 12 noon were to be set up, and a rota would be circulated shortly.

18/20 Dates of Next Meeting

The next Ordinary Meeting of the Council would be held on Wednesday 19 February 2020 at 7pm in the Old School.

Meeting closed at 8.05pm

Chairman