

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL, ADDINGHAM ON THURSDAY 25 JANUARY 2018 AT 7:00PM

### Present

Cllrs: Appleyard, Batley, Coates (Chairman), Flesher, Hindle, Jerome, Smith and Tennant.

### Absent

Cllrs Brady, Mawson and Naylor

### In Attendance

Parish Clerk – J Markham  
PCSO Turnbull  
Public – 7

### 1/18 Apologies for Absence

Received from Cllrs Brady, Mawson and Naylor; absences approved.

### 2/18 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:

Cllr Coates – Agenda item 5 - Old School Capital Project (as Trustees of Community Library)

Cllr Coates – Agenda item 4(2) – Pavilion extension (connected person's interest)

Cllr Hindle – Agenda items 5 - Old School Capital Project (connected person's interest in Community Library)

Cllrs Coates, Smith and Jerome – Agenda item 10 – Hoffman Wood Field (as Trustees)

#### Disclosable Pecuniary Interests:

None

#### Dispensation requests received:

None

### 3/18 Public Consultation and Question Time, including Police Matters

The Chairman welcomed PCSO Turnbull to the meeting. He reported on recent incidents of crime in the area over the preceding month, and it was noted that there had been 2 incidents of criminal damage, one attempted burglary and a theft from a garden. In answer to a query, he commented that doorstep callers were checked during local patrols, and he offered to report further on procedures for establishing cold calling zones.

### 4/18 Minutes of the Meeting held on 19 December 2017, and Progress Report, for information only, on Matters Arising from the Minutes

**Resolved:** That the Minutes of the Meeting held on 19 December 2017, having been taken as read, be approved and signed as a true and correct record by the Chairman.

#### **Matters Arising:**

**Village Newsletter** – the newsletter had been drafted and distribution was planned for end-February

**Cricket Club** – repayment of the loan had been deferred, and proposals for the Club's improvement project were awaited

**Dry stone wall at Newtown allotments** – the wall had now been repaired with the costs met by BMDC's insurers

**Events management** - the Clerk reported that meetings were to be held on 7 March and 6 June to discuss arrangements for road closures for Remembrance Sunday 2018. Cllr Tennant offered to attend.

*The remaining Matters Arising, as listed on the Agenda (see Minutes 5/18- 7/18 below) were considered separately for decision as required.*

### 5/18 Christmas Lights 2017

The Clerk reported that BMDC had not yet responded to requests for reimbursement of additional costs incurred by contractors because of problems associated with installing the lights on the new street lighting columns. This matter would be referred to the Ward Representatives to follow up with the officers concerned.

### 6/18 Copse opposite Townhead Mill

The Civic Society's Environment Group had requested that the Council claim ownership of the land, so that insurance cover would be available for volunteers working on it. This was considered, and the Chairman of the Civic Society, present at the meeting, agreed to discuss the issue further with members.

### **7/18 Pavilion, lease to Football Club and toilet extension**

The Clerk reported that the Football Club had agreed the Heads of Terms for the lease, and an update was awaited from them as regards registration of the club as a charity and preparation of a costed business plan.

It was further reported that final works were due to be completed by contractors on the extension on 26 January. Quotations had been requested for floor coverings in both the new extension and in the inner rooms used by the Football Club, and, in response to a question from a member of the public, a report was provided on the quality of materials now recommended for use in sports changing rooms, compared with the standard of fittings customarily available when the pavilion was built in 2012. The quotations would be considered further when arrangements had been finalised for the lease.

It was agreed that, in the meantime, the floors in the new toilets would be painted, and the facility opened for public use in late spring/early summer. It was also agreed that longer term plans to open the end room of the Pavilion for public use, in conjunction with the new toilets and MUGA, would be publicised in the newsletter, and that the opportunity to consult village residents on these plans would be taken at the Neighbourhood Plan consultation event to be held in early March (Minute 10/18 refers).

### **8/18 Old School Capital Project and Library Accommodation**

The Clerk reported that the final invoice for works on the aborted refurbishment project had now been submitted for payment, and this was approved (Minute 15/18A refers). A statement of total costs on the refurbishment project to its close as at end January was noted.

It was reported that, with development work continuing on the initial concept design for the new repair and renovation project, two project enquiry forms, precursors to full applications for grant funding, had been submitted to major funding bodies. It was noted that, in view of the time pressures for re-opening the building as soon as possible, the process of assembling capital funds for the project would proceed concurrently with the development of designs and discussions with specialist planning officers at BMDC. Further reports would be made on progress at future meetings.

### **9/18 Planning Applications**

Planning Applications were considered as follows:

- |                 |                        |  |
|-----------------|------------------------|--|
| 1) 17/06857/LBC | 88 Main St             | New glazed porch to rear                         |
| 2) 17/06826/FUL | Darkwood Hse           | Alterations to design of house at plot 9         |
| 3) 17/06856/HOU | 88 Main St             | Glazed porch to rear                             |
| 4) 17/06905/HOU | 39 Bolton Rd           | Single storey side extension                     |
| 5) 17/06805/HOU | Croft Cott, Sugar Hill | Modification to wall to create car parking space |
| 6) 17/06923/LBC | The Crown              | Entrance porch and extension                     |
| 7) 17/06922/FUL | The Crown              | Entrance porch and extension                     |
| 8) 17/06805/HOU | Croft Cott, Sugar Hill | Modification to wall to create car parking space |

**Resolved:** That an objection be made to the planning application for an entrance porch and extension at the Crown public house, principally because of its adverse effects on the character of the conservation area and on the residential amenity of nearby residents.

No comments were to be made to the planning authority on any of the other applications.

### **10/18 Neighbourhood Planning**

It was noted that the Preferred Options Draft Plan had now been prepared for consideration by the Forum at its next meeting on 2 February. An open event for informal consultation on the draft Plan was to be held on Friday/Saturday 9/10 March.

### **11/18 Property & Maintenance**

The updated schedules of outstanding maintenance issues were received, and the report of the Lengthsman was noted.

A report sheet noting further issues was provided, and it was noted that a number of potholes had been reported to Highways for attention.

### **12/18 General Data Protection Regulation**

Copies of advice notes from NALC had been circulated and were received and noted. The Clerk reported that a key requirement in the new regime was the appointment of a Data Protection Officer. Further advice from sector bodies would be circulated as necessary and developments would be closely monitored. In the meantime, it was agreed to follow up any opportunities for attendance at appropriate training events.

**Resolved:** That expenditure of £30 (+VAT) be authorised for the Clerk to participate in a webinar session to be held on 7 February on the new Data Protection regulations.

### **13/18 William Hoffman Wood Charitable Trust**

The Clerk reported that advice had now been received from the Charity Commission, and steps could be taken either to continue managing the charity in line with current advice, or to wind it up, on the basis that the original objects of the William Hoffman Wood will had been fully realised. After discussion, it was agreed to look further into the potential costs of managing the charity's land at the recreation ground by the Memorial Hall.

## **14/18 Consultations and Correspondence**

Correspondence received during the month was noted; members had been invited to request copies of any items of routine correspondence, as listed on the correspondence schedule, and the Clerk provided an update on additional items of correspondence received since the date of publication of the agenda. An email from the Civic Society, giving details of the next locations for blue plaques planned for the village, was noted.

It was reported that Cllr Naylor had received a request from the primary school for the approach roads and paths to the school to be gritted. It was noted that BMDC had offered to hand grit the surfaces if new grit bins were provided, and, after discussion, the Clerk was asked to check with the school if they would be prepared to contribute to the costs. Cllrs Tennant and Smith also offered to review other locations in the village to assess possible requirements for additional grit bins, and the Chairman agreed to consult the Co-op again as regards siting a bin outside the store.

It was also reported that Cllr Batley had requested permission from BMDC for the siting of a memorial stone to the Tour de France at Sugar Hill. It was noted that the stone would need to be positioned so as not to inhibit other uses of the site, such as the Christmas Lights event.

## **15/18 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. Bank Reconciliation - December 2017**

The Bank Reconciliation to 29 December 2017 was received and noted.

## **16/18 Chairman's Remarks and Members' Discussion Forum**

The Chairman reported on progress on the emergency plan. Further discussions were held as regards traffic issues and parking in the village, and it was noted that these matters would be re-opened for full consultation with the village at the open event on the Neighbourhood Plan on 9/10 March.

## **17/18 Date of Next Meeting**

The next Meeting of the Council would be held on Thursday 21 February 2018 at 7:00pm, in the Memorial Hall.  
Apologies: Cllr Smith

Meeting closed at 8.30pm.

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Chairman