

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL, ADDINGHAM ON WEDNESDAY 18 MARCH 2020 AT 7:00PM

### **Present**

Cllrs: D Brady, T Brady, Coates (Chairman), Tennant and Wilcox

### **Absent**

Cllrs Flesher, Hindle, Jerome, Naylor, Smith and Sutcliffe

### **In Attendance**

Parish Clerk – J Markham

Public: 1

### **41/20 Business of Meeting**

In light of current guidance from the Government and sector bodies as regards the UK-wide response to the coronavirus pandemic, it was

**Resolved:** That the agenda for the meeting be revised to enable urgent business only to be transacted, and for this purpose to defer the following motions listed as agenda items 6, 9, 10, 11 D, 15 and 16, as non-urgent items of business, for future consideration.

### **42/20 Apologies for Absence**

Received from Cllrs Flesher, Hindle, Jerome, Naylor, Smith and Sutcliffe; reasons for absences approved

### **43/20 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 pursuant to the revised agenda, as varied by Resolution 41/20 above, were recorded as follows:

#### **Personal Interests:**

None

#### **Disclosable Pecuniary Interests:**

Cllr Coates – Agenda item 11A – Financial Matters (reimbursement of costs of supplies for Emergency Plan)

Cllr Brady – Agenda item 11A – Financial Matters (reimbursement of costs of supplies for Emergency Plan)

#### **Dispensation requests received:**

None

### **44/20 Public Consultation and Question Time, including Police Matters**

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

### **45/20 Minutes of the Ordinary Meeting held on 19 February 2020, and Progress Report, for information only, on Matters Arising**

**Resolved:** That the Minutes of the Meeting held on 19 February, having been taken as read, be approved and signed as a true and correct record by the Chairman, and that the Clerk's written report on Matters Arising be taken as read and noted.

*An urgent Matter Arising, as listed on the Agenda (see Minute 46/20 below) was considered separately for decision as required.*

### **46/20 Emergency Planning**

The Chairman introduced a discussion concerning volunteer activities in the village to support residents during the coronavirus pandemic. It was noted that funding of some £300 was to be supplied to the Council by BMDC for use in the distribution of leaflets to publicise voluntary arrangements and helplines.

**Resolved:** That expenditure up to £2000 be approved for the purpose of providing financial support to village volunteers coordinating activities to help elderly and vulnerable self-isolating members of the community and otherwise to support community resilience over the coming months.

### **47/20 Planning Applications**

Planning Applications were considered as follows:

- |                       |                       |  |
|-----------------------|-----------------------|--|
| 1) 20/00510/HOU       | 31 Browsfield Rd      | Replace conservatory with single storey ext. |
| 2) 20/00316/FUL       | 1 Hardwick Cottage    | Change of use of garage to holiday acc.      |
| 3) 20/00336/VOC       | 26A School Lane       | Variation of planning conditions             |
| 4) 20/00594/HOU       | 7 Orchard Lane        | Const. mezzanine studio and porch            |
| 5) 20/00624/HOU       | Lower Turner Lne Farm | Single storey side extension                 |
| 6) 20/00444/LBC & HOU | Peak Ridding          | Devt of garage as annexe for carer's acc     |
| 7) 20/00776/LBC       | Peak Ridding          | Const. replacement porch & utility room      |

8) 20/00789/FUL  
9) 20/00479/FUL

Gildersber Farm  
Marchup Height

Construction agricultural building  
Riding arena

No comments were to be made to the planning authority as regards any of the applications.

#### **48/20 TRO Main St**

Revised plans for the introduction of parking restrictions on Main St were received and considered.

**Resolved:** That an objection be submitted to the highways authority as regards the revised TRO for Main St, in the light of ongoing residents' concerns with the speeds of traffic passing through the village and on the grounds that local residents and businesses would be adversely and disproportionately affected by the withdrawal of parking provision, and that the Clerk be instructed to recommend to BMDC that the original scheme, as previously supported by the Council, be reintroduced for approval.

#### **49/20 Business Continuity Planning**

Advice received from the Government, BMDC and sector bodies was discussed in the light on ongoing developments during the coronavirus pandemic. It was noted that the Library Trustees had decided to close the library to the public, and it was agreed that public meetings of the Council should be restricted at the present time and for as long as necessary.

**Resolved (1):** That the Old School, including the hub and community library, be closed to the public with immediate effect.

**Resolved (2):** That a scheme of delegation, in the form attached to these Minutes as an Annexe, be approved for the purpose of ensuring business continuity for such time as restrictions remained in place as regards public meetings of the Council and its committees, and as necessary during the ongoing period of business disruption occasioned by the nationwide response to the coronavirus pandemic.

#### **50/20 Financial Matters**

##### **A. Invoices for payment**

*Having disclosed an interest in the one of the payments listed under the next item on the agenda, the Chairman withdrew from the meeting at the point at which this payment was to be considered, and the Vice-Chairman took the Chair. The Chairman rejoined the meeting and resumed the Chair thereafter.*

*Having disclosed an interest in the one of the payments listed under the next item on the agenda, Cllr Brady withdrew from the meeting at the point at which this payment was to be considered and rejoined the meeting thereafter*

**Resolved:** That the presented list of accounts paid and invoices due for payment, including an invoice submitted after publication of the agenda by Airedale fire Protection Services, be approved, and cheques signed as required.

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

##### **B. Payroll**

**Resolved (1):** That the updated Service Level Agreement with BMDC for administration of the Payroll be approved and that the Chairman be authorised to sign it on behalf of the Council.

**Resolved (2):** That the Chairman and Clerk be re-appointed as authorised signatories for the purpose of providing the Council's instructions to BMDC for administration of the Payroll in 2020/21 and that the signatory form be completed accordingly.

**Resolved (3):** That proposals for employer contributions to the WYPF from 2020/21, as certified by the Fund's Actuary, be approved and that BMDC be advised accordingly.

##### **C. Bank Reconciliation – to end February 2019**

The Bank Reconciliation to 9 March 2020 was received and noted.

#### **51/20 Consultations and Correspondence**

The Clerk's written report on correspondence received during the month was taken as read. The Chairman noted that many of the events listed on the report had now been cancelled.

#### **52/20 Chairman's Remarks and Members' Discussion Forum**

The Chairman noted that there were no plans to hold councillor surgeries at the present time.

#### **53/20 Dates of Next Council Meetings and the Annual Parish Meeting**

To be confirmed, subject to ongoing advice and guidance as regards the convening of public meetings during the coronavirus pandemic.

Meeting closed at 7.30pm

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Chairman