

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD ON A REMOTE MEETING PLATFORM ON WEDNESDAY 21 OCTOBER 2020 AT 7:00PM

Present

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

Absent

Cllrs Sutcliffe and Tennant

In Attendance

Parish Clerk – J Markham

Cllr R Whitaker – BMDC Ward Representative

Public: 5

61/20 Standing Orders – Revised Addendum

Resolved: That a revised Addendum to Standing Orders, as circulated to Members and published on the Council's website, be approved for use at this meeting and for any future meetings held on a remote meeting platform.

62/20 Apologies for Absence

Received from Cllrs Sutcliffe and Tennant; reasons for absences approved

63/20 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, outside the meeting, 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:

None

Disclosable Pecuniary Interests:

None

Dispensation requests received:

None

64/20 Public Consultation and Question Time, including Police Matters

The monthly report from the Police was read out to the meeting and incidents of crime in the area were noted. In response to a query raised by Cllr Whitaker, it was reported that the group of volunteers put in place to support the community during the lockdown earlier in the year was still available, if required, to respond during current social restrictions. No matters were raised by members of the public present at the meeting.

65/20 Minutes of the Ordinary Meeting held on 12 August 2020, and Clerk's Report, for information only, on Matters Arising

Resolved: That the Minutes of the Meeting held on 12 August 2020, 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.

66/20 Scheme of Delegation

Resolved (1): That decisions taken since the date of the last meeting up to 15 October 2020 by the Clerk under the Scheme of Delegation dated 18 March 2020, as reported to Council and published on the Council's website, be ratified.

Resolved (2): That the Scheme of Delegation dated 18 March 2020 remain in force until such time as the Council should determine otherwise.

67/20 Planning Application Ref 20/03728/FUL

The Chairman noted that the planning application for development at the Craven Heifer had been withdrawn, but the Council had been invited to submit comments, in principle, to help inform the submission of alternative proposals in due course. The Chairman summarised a number of comments made informally by councillors, concerning traffic and amenity issues at the site, and, after discussion, it was agreed to have the summary placed on the record with the planning authority for future reference.

68/20 Property & Maintenance

The minutes of the meeting of the Property & Maintenance Committee held on 11 March 2020 were received and noted.

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

Resolved:

That the Clerk be authorised to make arrangements for additional security lighting at the pavilion and near the path by the MUGA and that expenditure of up to £200 for the purpose be approved.

69/20 Allotments

Item deferred.

70/20 Action Plan & Capital Investment Programme 2020-23

The Action Plan and CIP 2020-23 was reviewed in the light of unforeseen changes to current expenditure patterns and priorities arising from the effects of the pandemic.

Resolved (1):

That a new capital scheme involving improvements to the Memorial park area be brought forward for immediate implementation in the current financial year, and that the Clerk be authorised to prepare plans and cost estimates for works to include a new pedestrian walkway to the side of the health centre car park and a new gate into the petanque court area, with associated tree and hedging works.

Resolved (2):

That, subject to the receipt of satisfactory cost estimates for the development of a new pathway to the side of the health centre car park (part of the overall capital scheme for improvements to the Memorial park area), the Clerk be authorised to place orders with contractors and incur expenditure on these works with immediate effect, taking all necessary decisions to do so on behalf of the Council under the Scheme of Delegation.

71/20 Traffic Matters

The Chairman listed a number of traffic concerns raised by councillors and members of the public, and it was agreed to write to Highways to request a meeting with senior officers to carry out a full review. The Clerk was asked to circulate a copy of the letter to all councillors.

72/20 Policies and Procedures

The Risk Assessment Policies and the annual risk assessment reports on Council-owned buildings and events were reviewed and confirmed, and additional policies were considered and adopted as follows:

- Grants Policy
- Allotments Policy & Guidance

73/20 Review of Regular Payments

A schedule of regular payments made by the Council on an annual basis, and by Standing Order and Direct Debit (excluding salaries), was reviewed. It was noted that the list of ongoing payments had been used in preparing the draft Budget for revenue expenditure in 2021/22.

74/20 Insurances 2021

The Clerk reported that, under the terms of the three-year agreement entered into with effect from 13 January 2019 with Zurich Insurance, insurances were due for renewal in January 2021. It was likely that, after adjustment for any cost increases, the premium cost per annum would be in the region of £1200. This estimate had been reflected in the draft Budget 2021/22.

75/20 Draft Budget and Precept 2021/22

The Monitoring Statement to 30 September 2020 was received and noted.

The draft Action Plan 2021/24, together with a proposed list of capital projects for the 3-year period, was received and noted, with potential expenditure estimates, as proposed for planned actions, having been used to inform the preparation of the discussion draft of the Budget Statement 2021.

The draft budget proposals for 2021/22 were considered and agreed.

Resolved: That the draft Budget Statement 2021 be submitted for consideration at the next meeting as the basis for the setting of the Precept 2021/22.

76/20 Other Financial Matters

A. Invoices payments

Resolved: That payments made by BACS transfer to date be ratified, and that instructions to the Clerk, to continue to settle invoices online, where possible, be confirmed.

B. Bank Reconciliation – to end October 2020

The Bank Reconciliation to end October 2020 was received and noted.

77/20 Consultations, Correspondence and Discussion Forum

Members had been notified of actions taken in connection with correspondence received since the date of the last meeting, as necessary, and the Chairman reported on a meeting held in August with MP Robbie Moore.

The following matters were discussed for decision:

- Petanque court benches – permission was granted for the Civic Society to install 2 new benches near the petanque court beside the War Memorial
- Public events – in light of guidance issued by BMDC, it had been agreed with the local churches that a video recording of the laying of wreaths by community representatives would be made for publication on Remembrance Sunday. Cllr Tennant had offered to organise this. The Christmas market and lights switch-

on service were not to go ahead this year, but the lights would be installed and lit as usual.

Resolved: That a quotation received from TAC Electrical for the costs of repairing and replacing the Christmas lights, as necessary, and then for installing them and later removing and storing them, be approved in the sum of £4200.

After discussion, it was agreed that further consideration would be given to the installation of new lights, possibly necessary in order to supplement the public display where privately-owned decorations on property frontages had been withdrawn. Quotations for expenditure on new lights, as requested within the current budget of £2000, would be circulated to members.

78/20 Dates and venue/arrangements for Next Council Meetings

The Chairman noted that meetings would continue to be held remotely in the current circumstances, but where possible, on a monthly basis.

The date of the next meeting would be confirmed, subject to ongoing advice and guidance from the Government, local council sector bodies and the principal authority.

79/20 Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting for the consideration of the next item on the agenda (Minute 80/20 below) on the grounds that it relates to confidential personal matters.

80/20 Contracts of Employment

A paper detailing the NALC Pay Award 2020/21, which was to be implemented with effect from 1 April 2020, had been circulated and was received. Its implementation in respect of budgeted estimates for staff costs in the draft Budget 2021/22 was noted.

The detailed schedule of salaries and contractor costs was presented and noted.

Meeting closed at 8.40pm

Chairman