

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD ON A REMOTE MEETING PLATFORM ON WEDNESDAY 2 DECEMBER 2020 AT 7:00PM**

### **Present**

Cllrs: D Brady, T Brady, Flesher, Hindle, Jerome, Naylor, Smith, Sutcliffe, Tennant (Vice Chairman, in the Chair) and Wilcox

### **Absent**

The Chairman and Cllr Sutcliffe

### **In Attendance**

Parish Clerk – J Markham

PC Irving (to Minute 83/20 only)

Public: 7

### **81/20 Apologies for Absence**

Received from Cllrs Coates and Sutcliffe; reasons for absences approved

### **82/20 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

### **83/20 Public Consultation and Question Time, including Police Matters**

PC Irving experienced technical issues and retired from the meeting. His monthly report was read out and 2 incidents of crime in the area were noted.

The Clerk reported that a query had been raised by a member of the public concerning recent incidents of anti-social behaviour at the pavilion, and it was agreed that consideration would be given at a future meeting to undertaking further security measures at the site. No other matters were raised by members of the public present at the meeting.

### **84/20 Minutes of the Ordinary Meeting held on 21 October 2020, and Clerk's Report, for information only, on Matters Arising**

**Resolved:** That the Minutes of the Meeting held on 21 October 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.

### **85/20 Scheme of Delegation**

**Resolved (1):** That decisions taken since the date of the last meeting up to 30 November 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.

### **86/20 Property & Maintenance**

The maintenance report was received and noted. It was noted that Cllr Sutcliffe had offered to review the grit bins this season; his offer was accepted with thanks. In answer to a query, the Clerk noted that leaf clearance in the village was the responsibility of BMDC and this had recently been followed up with officers. The Lengthsman was also able to help where necessary. The Clerk also reported that recommendations for repairs to minor issues at the MUGA, identified in the recent ROSPA annual inspection, would be reported in more detail at the next meeting.

The recommendations of the Civic Society, as regards proposals for a tree planting scheme in the village, were presented by Cllr Wilcox. After discussion, it was agreed in principle that further tree planting on the sloped area of the Memorial Park below the MUGA would be permitted, subject to the approval of detailed plans by the Clerk, under the Scheme of Delegation, in consultation with Cllrs Smith, Tennant and Wilcox. The Vice Chairman thanked the Environment Group for their ongoing work around the village.

The following matters were then decided as follows:

#### **Resolved (1):**

That, subject to the necessary consents and permission being granted, the removal of 2 overgrown evergreen

trees to the rear of the Newtown Allotment Site and the cutting back of 3 trees overgrowing the boundary of the site be approved, and that the Clerk be authorised to incur expenditure of £600 for the purpose, in line with quotations received.

**Resolved (2):**

That, following the removal of the irreparable bench at the end of Old Station Way, permission be granted to the Civic Society to replace it with a new bench on the same site, provided that the Society take responsibility for all future maintenance requirements.

**87/20 Capital Schemes**

The Clerk reported on the final outturn statement for the 2019 capital project at the Old School, retention works for which had just been completed. It was noted that the project had been successfully concluded in line with total funding available. The balance remaining in the capital account for the scheme (£95) had been transferred to the main bank account for future expenditure on the Hub.

Further to discussions at the meeting held on 21 October (Minute 70/20 refers), the Clerk then presented costed plans for proposed developments at the Memorial Park, including the laying of a new path to the side of the Medical Centre.

**Resolved:**

That a quotation submitted by contractors KPG to lay a new pedestrian pathway from the bottom of the path down from the MUGA to the Medical Centre be approved, with total expenditure, including the costs of associated tree works, of up to £3500 being allocated for expenditure on the scheme, and that, subject to planning consent for tree works, the Clerk be authorised to place the contract and organise the works accordingly.

It was agreed that further improvements in the Memorial Park and War Memorial areas would be considered at a future meeting, and the Vice Chairman invited all councillors serving on the Property & Maintenance Committee to meet for a follow-up site visit to confirm proposals and draw up plans.

**88/20 Heritage Archive Project**

It was reported that, with the support of funding provided by the Community Library Trustees, the project to create the Council's Heritage Archive with the digitisation of Council records had been extended with the addition of the Library's holdings of census and church records. Cllr Naylor proposed that the Council continue to build on this work by taking the next step of digitising the Addingham Township Record collection, currently held on deposit at the West Yorkshire Archive Service.

**Resolved:**

That the Clerk be authorised to proceed with the Heritage Archive Project by arranging for the digitisation of the Addingham Township Records, and that up to £5000 be approved for the purpose.

**89/20 Budget and Precept 2021/22**

The draft budget proposals for 2021/22 were considered.

It was reported that tax base data had now been supplied from the billing authority, and, if approved, the Budget would require a nil increase in the precept 2020/21. Minor amendments to the draft were agreed.

**Resolved (1)** That the final Budget Statement 2021, 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 2021/22 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 providing contingency for further unforeseen developments arising from the pandemic, including but not limited to increased costs in services potentially arising as a result of cutbacks by the District Council, and also for the ongoing requirements of taking forward agreed projects and plans set out in the Council's Action Plan 2021-24, 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 2021/22 to provide in full for budgeted requirements and contingency provisions 2021/22 (Resolution 1 above refers), all funds currently held in bank revenue and capital 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; secondly, for the provision of contingency funding to cover any potential but unbudgeted requirements for the introduction of new services and support funding for the village during the course of the financial year, in the light of funding constraints affecting services currently provided by BMDC together with any calls on the Council for expenditure related to social management during the pandemic; but also with any sums remaining in respect of coronavirus business support Government grants being earmarked specifically for expenditure on Hub related projects, including proposals to support the activities of village groups using the Hub.

**90/20 Other Financial Matters**

**A. Expenditure Proposals**

**Resolved:** That expenditure of £360 be approved for printing 2000 copies of the newly-designed Addingham Map.

It was agreed that proposals for additional Christmas lights would be considered further in the New Year, and Cllrs D Brady, Smith, Tennant and Wilcox offered to work with the Clerk, with advice from the contractor

electrician, to select appropriate products and place orders accordingly.

A proposal put forward by a local resident for the Council to fund maintenance repairs to the footpath across the Garth, on privately-owned land, was rejected.

**B. Bank Reconciliation – to 9 November 2020**

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

**91/20 Consultations, Correspondence and Discussion Forum**

Correspondence received during the month had been circulated to councillors, as appropriate, and was noted for information. At the invitation of the Vice Chairman, a member of the public representing the Covid Volunteer Support Group reported on their work during the second period of national lockdown. It was noted that the Group, now forming part of Addingham Good Neighbours, would continue to offer practical assistance and telephone befriending services to vulnerable residents on an ongoing basis. The Vice Chairman thanked the volunteers for their invaluable work during the pandemic, and confirmed that support would continue to be available from the Parish Council whenever required.

The Clerk noted that the Chairman was due to meet senior Highways officers on 7 December to discuss traffic safety concerns in the village.

**92/20 Dates and venue/arrangements for Next Council Meetings**

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.

Meeting closed at 9.30pm

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Chairman