

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD ON A REMOTE MEETING PLATFORM ON WEDNESDAY 17 MARCH 2021 AT 7:00PM**

### **Present**

Cllrs: C Coates (Chairman), Hindle, Jerome, Naylor, Smith, Tennant (Vice Chairman) and Wilcox

### **Absent**

Cllrs D Brady, T Brady, Flesher and Sutcliffe

### **In Attendance**

Parish Clerk – J Markham

Public: 14

### **1/21 Apologies for Absence**

Received from Cllrs D Brady, T Brady, Flesher and Sutcliffe; reasons for absences approved

### **2/21 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:**

Cllr Jerome and the Chairman– Item 7 Local Plan (as local landowner and connected person of local landowner respectively)

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

None

### **3/21 Public Consultation and Question Time, including Police Matters**

The Clerk read the monthly Police report and it was noted that some 38 separate incidents had been handled by officers during January and February. The Clerk was asked to request an explanation for the apparent increase in crime in the area over this period.

In answer to a query from the Chairman, the majority of members of the public present at the meeting indicated interest in agenda item 7, and the Clerk was asked to record the names of two members of the public who wished to address the Council, with their agreement and by invitation, during discussion of the item in question.

No other matters were raised by members of the public.

### **4/21 Minutes of the Ordinary Meeting held on 2 December 2020, and Clerk's Report, for information only, on Matters Arising**

**Resolved:** That the Minutes of the Meeting held on 2 December 2021, 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.

### **5/21 Scheme of Delegation**

**Resolved (1):** That decisions taken since the date of the last meeting up to 16 March 2021 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 the date of the next meeting of the Council.

### **6/21 Property & Maintenance**

The maintenance report from the Clerk was received and noted. It was noted that tree works at the Newtown allotment site had been completed, and that plumbing repairs and maintenance had been undertaken at the pavilion, in preparation for its re-opening. A review of grit bins was to be completed shortly. The Clerk also reported that an updated quotation was awaited from the contractor selected to construct a new footpath near the Medical Centre. The Council noted that recommendations for repairs to minor issues at the MUGA, identified in the recent ROSPA annual inspection, continued to be followed up with BMDC Parks & Landscape officers.

*Having declared an interest in agenda item 7, the Chairman and Cllr Jerome withdrew from the meeting and the Vice Chairman took the Chair.*

### **7/21 Local Plan 2020-38 Preferred Options Consultation**

The draft notes of the meeting of the Neighbourhood Plan Review Group were received and noted.

At the invitation of the Vice-Chairman, two local residents addressed the Council, summarising objections to housing development on sites proposed in the draft Plan.

A draft letter of comments for the Parish Council to submit to the planning authority was received and, after full discussion, it was agreed that amendments should be made to emphasise key points and to incorporate further detailed analysis, as appropriate, to be received in writing from members of the public. A revised draft would be circulated to all councillors.

**Resolved:**

That the Clerk be authorised to finalise a letter of comments on the draft Local Plan 2020-38 Preferred Options, in consultation with the Vice Chairman and in accordance with the Scheme of Delegation, and to submit it to the planning authority as the Parish Council's contribution to the current online consultation.

*The Chairman and Cllr Jerome rejoined the meeting and the Chairman resumed the Chair.*

**8/21 Heritage Archive Project**

It was reported that digitisation of the Addingham Township Record collection had now been completed and the records had been returned to deposit at the West Yorkshire Archive Service. Transcription of the digitised Council records had continued during lockdown, and it was anticipated that a full set of minutes from the first 50 years since 1894 would be completed shortly. Recent Library Window Displays featuring the Portal on the Past series of stories drawn from the early 20<sup>th</sup> century Council minutes had been well-received.

The Chairman noted that, with the next stage of the project involving the development of facilities to provide public access to the digital collection, Addingham would be amongst other forward-thinking local councils in the sector, moving to adopt new technologies for delivering public services.

**9/21 Audit 2020/21**

Financial records, including the updated draft Asset Register and Risk Assessment Policies, were reviewed and financial procedures and internal control systems were confirmed.

The Risk Assessment Policies would be amended to include assessment of risks associated with winter weather affecting pipework in the Council's buildings.

**10/21 Other Financial Matters**

**A. Expenditure Proposals**

The Clerk reported on quotations received for the installation of CCTV systems at the pavilion. After discussion, it was agreed to defer the matter for discussion of a further report on implementation and data protection issues at a future meeting.

**B. Payroll Services 2021/22**

**Resolved:** That the Service Level Agreement for Payroll Services be renewed, that the Vice Chairman and Clerk be appointed as authorised signatories for the purpose of administering payroll and pension services on behalf of the Council, and that the signatory form be updated and signed accordingly.

**C. Bank Reconciliation – to 8 March 2021**

The Bank Reconciliation to 8 March 2021 was received and noted.

**11/21 Consultations, Correspondence and Discussion Forum**

Correspondence received during the month had been circulated to councillors, as appropriate, and was noted for information. The ongoing work of the Covid volunteers, organised through Addingham Good Neighbours, was recognised and thanks passed to all involved.

The Chairman reported that she, the Vice Chairman and Cllr Naylor had met the local MP remotely on 22 February to discuss the Local Plan and road safety issues. In this latter regard, an update was awaited from highways officers following an earlier meeting in December.

Requests from local residents for new waste bins off School Lane and Big Meadow Drive were received. After discussion, it was agreed to support the requests, and the Clerk was asked to contact BMDC officers accordingly.

The Chairman noted finally that a donation of £250 to help support the village newsletter in promoting the community had been received from local residents, new to the village. The residents had been thanked for their kind donation which was welcomed by the Council.

**12/21 Dates and venue/arrangements for Next Council Meeting**

The next meeting would be held remotely on 21 April.

**13/21 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 (Minutes 15/21 below) on the grounds that it relates to confidential commercial interests and contractual matters.

**14/21 Parsons Lane**

The Clerk reported on proposals submitted by the developer of a neighbouring site to rent part of the field at Parsons Lane on a temporary basis for car parking and storage. After discussion, the Clerk was asked to put further proposals to the developer and report back to councillors as necessary.

### **15/21 Close of Meeting**

Before Close of Meeting, councillors were informed that the Clerk had given notice to the Chairman to terminate her employment contract with effect from 30 April. A formal process to recruit a successor would be initiated under the Scheme of Delegation.

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Chairman