

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL ON WEDNESDAY 19<sup>th</sup> May 2021 AT 7:00PM**

### **Present**

Cllrs: D Brady, T Brady, C Coates (Chairman), Flesher, Hindle, Jerome, Smith, Sutcliffe and Tennant (Vice Chairman).

### **Absent**

Cllrs Naylor and Wilcox.

### **In Attendance**

Public: 3

### **28/21 Election of Chairman**

**Resolved:** (Proposed by Cllr Jerome; seconded by Cllr Smith) That Cllr Tennant be and he is hereby elected as Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

Cllr Tennant took the Chair for the remainder of the meeting.

### **29/21 Election of Vice-Chairman**

**Resolved:** (Proposed by Cllr Tennant; seconded by Cllr Jerome) That Cllr Sutcliffe be and he is hereby elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

### **30/21 Declarations of Acceptance of Office**

**Resolved:** That Cllrs Tennant and Sutcliffe be permitted to sign a Declaration of Acceptance of Office in the presence of the Proper Officer when her employment commences and before the next meeting of the Council.

### **31/21 Apologies for Absence**

Received from Cllrs Naylor and Wilcox; reasons for absence were approved.

### **32/21 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:**

None

**Dispensation requests received:**

Cllrs Smith and Tennant requested a dispensation, allowing them to sit on the Finance committee and participate in all discussions and decisions regarding allotments in full Council meeting or committee (Allotment holder and connected person's interest retrospectively).

**Resolved:** That the dispensations be granted until the date of the next annual meeting. (Section 33 of Localism Act 2011)

### **32/21 Public Consultation and Question Time, including Police Matters**

There was no update from the Police.

A member of the public raised concern regarding road safety in the village. Cllr Coates reported that traffic concerns continued to be followed up with Bradford's senior highways officers and that there had been a meeting with them on 14 May 2021.

### **33/21 Minutes of the Ordinary Meeting held on 26<sup>th</sup> April 2021**

**Resolved:** That the Minutes of the Meeting held on 26<sup>th</sup> April 2021, having been taken as read, be approved and signed as a true and correct record by the Chairman.

### **34/21 Delegation to Committees, Working Groups and Officers**

The delegation arrangements of the Council were proposed for discussion at the next meeting when the new Clerk would be in post and could act as the proper officer and review the terms of reference documents.

**Resolved (1):** That the Finance and Staffing Committee be appointed until the date of the next annual meeting with terms of reference as published on the website. That Cllrs Jerome, Smith, Sutcliffe and Tennant be appointed as members of the Committee, from amongst whom the chairman and vice Chairman of the group be appointed by members of the group as detailed in the terms of reference.

**Resolved (2):** That the Property and Maintenance Committee be appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs Hindle, Tennant, Flesher, Smith, T Brady, D Brady, Sutcliffe and Wilcox be appointed as members of the Committee, from amongst whom the chairman and vice Chairman of the group be appointed by members of the group as detailed in the terms of reference.

**Resolved (3):** That the Neighbourhood Plan Review Group be re-appointed as a working group of the Council until the date of the next annual meeting with terms of reference as published on the website. That Cllrs Tennant, Naylor, D Brady and Wilcox be appointed as members of the group, from amongst whom the chairman of each meeting of the group be drawn as detailed in the terms of reference.

**Resolved (4):** That additional ad hoc working groups of the Council be appointed in order to investigate and take forward specific projects from time to time, on an informal basis, with members being appointed to them as follows:

Emergency Plan: Cllrs Brady, Coates, Smith, Tennant and Wilcox.

Christmas Lights: Cllr D Brady, Smith and Tennant

**Resolved (5):** That the Community Hub Steering Group be disbanded.

It was agreed that a separate Planning Committee would not be appointed, and that, in line with current practice, planning applications would be considered by full Council.

### **35/21 Member Representation on External Bodies**

**Resolved (1):** That representatives of the Council be appointed to serve on external bodies until the date of the next annual meeting as follows:

Addingham Environment Group: Cllr Wilcox

4Becks Group: Cllr T Brady

Addingham United Charities: Cllr Hindle

*[Note: Under the Charity's Constitution, the Council's nominated representatives may be but need not be members of the Council. Representatives serve for a 4-year term]*

Addingham Community Library: Cllrs Coates and Naylor

Addingham Hub Friends: Cllrs Naylor, Tennant and Wilcox

Totally Locally: Cllr Tennant, Coates and D Brady.

There was no member appointed to attend meetings of Bradford Council and Local Council Liaison Group.

It was confirmed that all members would be notified of the dates of YLCA branch meetings, and a member representative would be appointed whenever required on a meeting by meeting basis.

### **36/21 Policies and Procedures of the Council**

The Policies and Procedures of the Council were proposed for discussion at the next meeting when the new Clerk would be in post.

**Resolved (1):** That signing procedures for operation of the Council's bank account be updated with the new Clerk's details as soon as possible and that the newly appointed Chairman, and Cllrs Jerome and Coates continue to act as signatories for the accounts.

**Resolved (2):** That, further to resolution of the Council at the meeting held on 20 March 2019 (Minute 47/19 refers), that the Clerk be authorised to commission minor maintenance works, up to £500 in value, using any of the local contractors as listed on the schedule presented at that meeting, subject to the availability of funds in the Council's relevant maintenance budgets. The Clerk be authorised to update and re-publish the Approved Local Contractors document as appropriate.

### **37/21 Property and Maintenance matters arising**

Quotations for the provision of CCTV at the Pavillion site were received.

Quotations for the replacement of a toilet door at the Pavillion were received.

**Resolved (1):** That Cllrs Sutcliffe and Smith would meet a representative from Keybury Alarms to review the quotation and discuss in further detail before making further recommendations to Council during the June meeting.

**Resolved (2):** That Cllr Hindle make arrangements for a steel skin to be attached to the damaged door and to make minor joinery repairs. Expenditure for this purpose be approved and that the Clerk be authorised to make payment.

### **38/21 Youth Bike Track**

A written proposal was received from a member of the public looking for support for the setting up of a Bike Track area for young people in Addingham.

After discussions relating to the suitability of the area identified for the track, it was

**Resolved:** That the Hoffman Wood Field would not be available for use as a Youth Bike Track due to restrictive covenants within the legacy documents.

Cllr Wilcox was asked to feedback to the proposer.

### **39/21 Capital Projects**

It was reported that a valuation of the Sugar Hill site is required in order to progress the transaction for acquisition of the area by Parish Council.

**Resolved:** That all Cllrs will meet informally on Tuesday 1<sup>st</sup> June at 6.30pm at the War Memorial to share ideas for the development and improvement of the area.

The ongoing Heritage Archive Project was proposed for discussion at the next meeting.

### **40/21 Financial Matters**

#### **A) Expenditure proposals**

It was not possible to approve the expenditure for the new tarmac pathway at the top of the Memorial Hall Car Park as the quotation requires amendment. Cllr Hindle will liaise with the contractor to obtain an updated quote.

#### **Invoices for Payment**

**Resolved:** That the presented list of invoices due for payment, be approved, and cheques signed as required.

#### **B) Bank Reconciliation**

From 9<sup>th</sup> April 2021 will be reported during the June meeting

#### **C) Code of Conduct**

Consideration for revision to the Code of Conduct was proposed for discussion at the next meeting.

### **41/21 Consultations, Correspondence and Discussion Forum**

Cllr Coates gave an update on the visit by Highways Officers from Bradford Council. They are supportive of the safety initiatives proposed by Cllrs. Ward representative Rebecca Whittaker will support the ongoing campaign for safer roads in Addingham.

Approval has been granted by Bradford for the addition of yellow lines in front of the Library building.

### **42/21 Dates and venue/arrangements for Next Ordinary Council Meeting**

The next meeting of the Council would be held in the Old School Room, The Hub on 23<sup>rd</sup> June at 7pm.

### **43/21 Dates and venue arrangements for forthcoming meetings**

**Resolved:** That Ordinary meetings of Addingham Parish Council will take place every 3<sup>rd</sup> Wednesday of each month, except for August when there will be no meeting. The Meeting in June has been moved from the scheduled date to 23<sup>rd</sup> June at 7.00pm. This change of date is to coincide with the lifting of Coronavirus restrictions.

Meeting closed at 8.30pm

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Chairman