

ADDINGHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE COUNCIL
HELD AT THE MEMORIAL HALL
ON WEDNESDAY 20th October 2021 AT 7:00PM

Present

Cllrs: D Brady, T Brady, Flesher, Hindle, Jerome, Naylor, Smith, Sutcliffe (Vice Chairman)

Absent

Cllrs Coates, Wilcox and Tennant

In Attendance

Parish Clerk: Sallie Lloyd

Ward Representative: Cllr Rebecca Whitaker

Ward Representative: Cllr Peter Clarke

Public: 3

Cllr Sutcliffe in the Chair

91/21 Apologies for Absence

Received from Cllrs Coates, Wilcox and Tennant; reasons for absences approved

92/21 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.

As disclosed in the Register of Interests, the interests of Members relevant to items of business before the Council were recorded as follows:

Disclosable Personal Interests:

Cllr Smith Agenda item 8 & 9 – Allotments. (Plot holder) Dispensation held.

Disclosable pecuniary interests:

Cllr Flesher Agenda item 6 – Financial Matters. (Contractor invoice for payment)

93/21 Public Consultation and Question Time, including Police Matters

A report from the Police was not available at the meeting.

A member of the public wishing to comment on a financial matter was invited by the Chairman to speak during agenda item 6.

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

A verbal update from Rebecca Whitaker was received and noted regarding the list of Highway matters raised previously with Simon D'Vali. The response to be circulated to members for information.

94/21 Minutes of the Ordinary Meeting held on 15th September 2021

Resolved(1): That the Minutes of the Meeting held on 15th September 2021, having been taken as read, be approved and signed as a true and correct record by the Vice Chairman, Cllr Sutcliffe.

Resolved(2): That the Clerk's written report on Matters Arising be taken as read and noted.

Council received a written update from the Hub Administrator. Encouraging numbers of visitors and Hub bookings were reported, since re-opening.

Council received for information a written summary of planning application outcomes from May 2021 – October 2021.

95/21 Consultations, Correspondence and Discussion forum

Correspondence received during the month was noted.

Councillors considered the West Yorkshire Police and Crime Plan consultation. There were no comments.

Councillors considered the Ilkley Neighbourhood Development Plan Consultation. It was noted that changes to the Bradford Local Plan 2020 – 2038, following revisions to Government Legislation, would in turn influence the Ilkley Neighbourhood Plan and that as such the Ilkley Neighbourhood Plan should be viewed as a dynamic document. A major concern for the Parish Council is the absence of any long-stay car-parking within the plan. Ilkley being a principle town with a bus and train station will need to make adequate provision for those living in the rural communities nearby to use public transport. It was

Resolved: That the Clerk respond to the request to engage with the consultation process. That a letter outlining the concerns regarding the adequacy of long-stay car parking be sent to the planning officer.

96/21 Financial Matters

1. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, be approved including 1 payment urgently authorised by the Clerk for the repair of an external door lock and handle at the Pavilion. (Fin

Reg 4.5 applies)

2. Bank Reconciliation – to 11th October 2021

The Bank Reconciliation to 11th October 2021 was received and noted.

3. Expenditure Proposals

Proposals for expenditure were received

Resolved (1): That the Clerk be authorised to confirm arrangements with Lumalite for the manufacture of 6 duck motifs for the Christmas Light display. That the confirmed production costs of £2520 be committed for this purpose.

Resolved (2): That the Clerk be authorised to appoint R W Ellis Construction to conduct investigation works on the drainage issues on Silsden Road recreation field. That expenditure of £288 gross be committed for this purpose.

Resolved (3): That the Clerk be authorised to place an order for sufficient whips to fill all the hedge gaps in the Bowling Club boundary and that expenditure of up to £350 be committed for this purpose.

Resolved (4): That the Clerk be authorised to place an order for a temporary post and wire fence to be erected on the North side of the Bowling Club to support and protect a new line of hedge approximately 10m. That a budget of £150 be committed for this purpose.

4. Monitoring Statement to September 30th 2021

The Monitoring Statement to 30th September 2021 was received and noted.

97/21 Finance Committee

A verbal report from the Committee Chairman was received and noted.

98/21 Property and Maintenance Committee Report

A verbal report from the Committee Vice Chairman was received and noted. The recommendations from the committee are to be considered separately under Financial Matters at this meeting. (Minute 96/21 above refers).

99/21 Allotment and Policy Guidance

Revisions to the previously policy were considered and it was

Resolved: That the draft policy be adopted with immediate effect and circulated to all allotment plot holders.

100/21 Planning Applications

Planning Applications were considered as follows:

21/04728/FUL	Barn Conversion, Moorside Lane	*Currently on hold, awaiting re-submission by applicant
21/04799/HOU	Howber View, The street	
21/04609/HOU	10 Nursery Lane	
21/04546/HOU	65 Church Street	
21/04892/HOU	7 Shearing Path	
21/04755/FUL	The Cottage, Hang Goose Farm	
21/04985/HOU	Croft Cottage, 3, Sugar Hill	
21/05050/HOU	9 St Peter's Croft	

There were no comments on the planning applications.

101/21 Heritage Archive Project

Cllr Naylor presented an overview of the work completed to date to digitise records.

The next phase of the project to create a searchable catalogue of the images and records will cost in the region of £15,000. Council gave consideration to allocating a budget for this work and after discussion it was

Resolved: That a budget of £15,000 be earmarked for the work described by Cllr Naylor. That all aspects of the Project are brought back to full council for approval.

Ward Councillor Clarke brought to the Council's attention a Bounce Back fund that may be available for projects. The clerk was asked to investigate.

Having declared an interest in the next item, Cllr Naylor played no part in the discussion relating to the Library involvement in the afternoon tea party.

102/21 Village Events

1. An update from the Christmas Lights working group was received and noted. Cllrs T Brady, D Brady, Flesher and Smith have volunteered to supervise the road closures. Ward Councillor Peter Clarke will support the event by assisting with the road closures on the day. He holds the relevant certificate and can take over the supervision from the Chairman. The Chairman will therefore be available to host guests in the Hub and switch on the lights with members of the Clergy and invited guests.

2. The Clerk provided an update regarding the Remembrance Sunday event. Cllr T Brady will lay the wreath

on behalf of the Parish Council.

Ward Councillor Peter Clarke will attend the service in Addingham and join the Civic party at the War Memorial.

3. The Library have invited the Parish Council to join their event on Saturday 13th November and thank volunteers across the village for their service and community spirit during the lockdowns in the recent months. The Clerk and Chairman will work alongside the Library volunteers to plan the catering and invitations. Consideration was given to sharing the likely costs and it was **Resolved:** That a sum of £250 be pledged in the first instance. The Library is encouraged to note the detailed expenditure and seek additional financial support from the Parish Council if required.

Cllr Naylor rejoined the meeting

103/21 Village Newsletter

The Clerk reported that the Autumn edition of the Newsletter was distributed by volunteers during October. The printing costs had been previously budgeted for and the invoice would be presented at the next meeting for payment. Hadfield Printing, Addingham have done another wonderful job. The Clerk wished to thank the editorial team from the Civic Society for their hardwork and also the team of volunteer distributors.

104/21 Climate Action Working Group

An oral summary from the initial meeting was presented and noted.

A date for the next meeting would be agreed upon at the earliest opportunity.

Ward Cllr Peter Clarke to make enquiries regarding electric car charging points for the village of Addingham and this to be followed up by the working group.

It was noted that recycling leaflets have been delivered to all households by volunteers together with the Autumn edition of the Village Newsletter.

105/21 Risk Assessment Policy

Resolved: That the Risk assessment Policy(October 2021) be approved and published.

106/21 Chairmans Remarks and Members Discussion Forum

Cllrs considered a costed proposal from Bradford to purchase a Speed indication Device (SID) and enter into a Service Level Agreement each year, for Bradford Council to manage it. After discussion it was

Resolved: That Addingham Parish Council would not purchase a SID.

107/21 Dates and venue arrangements for forthcoming meetings

The next ordinary meeting of the Council would be held on 17th November 2021 at the Memorial Hall at 7pm.

108/21 Exclusion of Press and Public

Resolved: That the press and public be excluded from the meeting for the consideration of the next items on the agenda (Minutes 109/21, 110/21 and 111/21 below) on the grounds that they relate to financial matters and to confidential commercial matters respectively.

109/21 AGAR 2020/21

The Notice of Conclusion of Audit was received. It was noted that there were no matters to raise with the Council, following the annual audit of the Council's financial records and procedures; that the records and systems of internal control were adequate and effective; and that accounting information shown in the AGAR had been correctly stated except for noting that; Unpaid direct debits as at the year end have been incorrectly included as reconciling items in the bank reconciliation. The figure in Section 2, Box 8 should read £128,375.

The Clerk must ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

110/21 Housing Development

Correspondence from a Housing Developer was received in relation to Parish Council owned land. The previous decision of Council still stands, and the land in question is not for sale. It was

Resolved: That the Clerk respond and decline the invitation.

111/21 Parish Council Solicitor

Following the retirement of Stephen Bultler, Council has considered the fees of a local practice which it could instruct on a case by case basis. After discussion it was

Resolved: That Keith Hardington of Walker Foster be called upon in the next instance where Legal expertise is required.

Meeting closed at 9.05pm