

**ADDINGHAM PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE COUNCIL**  
**HELD AT THE MEMORIAL HALL**  
**ON WEDNESDAY 15<sup>th</sup> December 2021 AT 7:00PM**

**Present**

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

**Absent**

Cllrs Wilcox, Smith and Naylor

**In Attendance**

Parish Clerk: Sallie Lloyd  
Ward Councillor Rebecca Whittaker  
Ware Councillor Peter Clarke  
Public: 1  
PC Paul Beck

**129/21 Apologies for Absence**

Received from Cllrs Wilcox, Smith and Naylor; reasons for absences approved

**130/21 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 Sutcliffe Agenda item 6 – Financial Matters. Cricket Club Secretary  
Cllr Hindle Agenda item 6 - Financial Matters. Connected Persons interest in Library  
Cllr Naylor Agenda item 6 – Financial Matters. Library Trustee  
Cllr Coates Agenda item 6 – Financial Matters. Library Trustee  
Cllr Jerome Agenda item 9 – Village events. Memorial Hall Trustee  
Cllr D Brady Agenda item 9 – Village events. Memorial Hall Trustee

**Disclosable pecuniary interests:**

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

**131/21 Public Consultation and Question Time, including Police Matters**

A report from the Police was received and noted. PC Beck was pleased to report on successful speed watch activities carried out by him and other officers. There were several motorists fined along Silsden Road, Bolton Road and Main Street.

PC Beck reminded those present that darker nights were advantageous to criminals and urged the public to be vigilant.

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

**132/21 Minutes of the Ordinary Meeting held on 17<sup>th</sup> November 2021**

**Resolved(1):** That the Minutes of the Meeting held on 17<sup>th</sup> November 2021, having been taken as read, be approved and signed as a true and correct record by the Chairman.

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

**133/21 Consultations, Correspondence and Discussion forum**

Correspondence received during the month was noted. The Council was delighted to receive a beautifully hand drawn card from the Children, Staff and Governors at Addingham Primary School, thanking them for all they do to make the village a special place.

Cllrs discussed in detail a proposal for a Traffic Regulation Order in respect of double yellow lines outside the Library on Main Street. The traffic officer has requested comments on the proposal as soon as possible. After discussion it was

**Resolved:** That the Clerk respond to the traffic office to inform them that the proposed scheme has support from the Parish Council and there were no additional comments.

*Having declared an interest in the next agenda item, Cllr Flesher*

**134/21 Financial Matters**

**1. Invoices for payment**

**Resolved:** That the presented list of accounts paid and invoices due for payment, be approved.

*Cllr Flesher re-joined the meeting*

## **2. Bank Reconciliation – to 10<sup>th</sup> December 2021**

The Bank Reconciliation to 10<sup>th</sup> December 2021 was received and noted.

*Having declared an interest in the next agenda item, Cllrs' Naylor, Hindle, Sutcliffe and Coates withdrew from the meeting*

## **3. Expenditure Proposals**

Proposals for expenditure were received.

**Resolved(1):** That a programme of works necessary for the installation of the Defibrillator device at the Cricket Club be drawn up in collaboration with the Cricket Club. That the Clerk, in consultation with the Chairman, be authorised to incur expenditure as and when required in line with the programme. That the total expenditure does not exceed £500.

**Resolved(2):** That the costs of the recent Afternoon Tea Party be split equally with the Library. That for ease, the Clerk would ensure invoices are paid from PC funds and the Library settle their half by cheque payment to the Parish Council. Receipt to follow from Library £389.50

*Cllrs Flesher, Naylor, Hindle, Sutcliffe and Coates re-joined the meeting*

**Resolved(3):** That the Clerk be authorised to confirm arrangements with Tom Cockerham Electrical Contractors (TAC) for the works necessary for the installation of the Defibrillator device at the Craven Heifer Public House, as quoted. That £342 inclusive of VAT be committed for this purpose.

**Resolved(4):** That a programme of works necessary for the installation of the Defibrillator device at Addingham Primary School be drawn up in collaboration with the School and First Responders. That the Clerk, in consultation with the Chairman, be authorised to incur expenditure as and when required in line with the programme. That the total expenditure does not exceed £1500.

**Resolved(5):** That the Clerk be authorised to make a £100 payment to Skipton Brass Band towards orchestra funds as a donation to thank them for their services at the Light switch on event in November 2021.

**Resolved(6):** That the Clerk, in consultation with the Chairman, be authorised to place an order with a suitable supplier for a pedestrian gritter. That the total expenditure does not exceed £400.

## **135/21 Finance Committee - Draft Budget and Precept 2022/23**

The draft Budget Statement was received and noted, and the recommendations of the Finance Committee, as put forward from its meeting on 8<sup>th</sup> December, were considered.

It was reported that tax base data had now been supplied from the billing authority, and, if approved, the Budget would not require any increase to the amount paid by householders in 2022/23. It was noted, however, that details of the NJC/NALC 2021 Salary Award for Local Council staff had not yet been received.

**Resolved (1):** That the 3 year Action Plan and CIP (2022-25) be approved, and that it be used as the basis for the setting of the budget for 2022/23.

**Resolved (2)** That the draft Budget 2022/23, 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 2022/23 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 including contingency for the ongoing requirements of taking forward agreed projects and plans set out in year 1 of the Council's Action Plan 2022-25, and that the Clerk be authorised to complete the precept form accordingly and arrange for its signature by the Chairman.

**Resolved (3):** That, after taking account of the decision to set the Precept 2022/23 to provide in full for budgeted requirements and contingency provisions 2022/23 (Resolution 2 above refers), all funds currently held in bank reserves be used in the coming financial year, first, for expenditure on the maintenance and improvement of community Council-owned assets, including capital expenditure on equipment, and for the improvement and development of the amenity value of village areas and community services, and secondly, in the light of funding constraints affecting services currently provided by BMDC, with a view to ensuring sufficient contingency provision to cover any potential but unbudgeted requirements for the introduction of new services during the course of the financial year.

**Resolved (4):** That the Clerk be authorised to make arrangements with Zurich to renew the council's policy and enter into a 5 year Long Term Agreement to continue to achieve the best value for money.

**Resolved (6):** That the list of regular payments for 2022 be approved and that the Clerk be authorised to make payments as and when they fall due.

**Resolved (7):** That the Clerk be authorised to purchase and implement Scribe in readiness for 1<sup>st</sup> April 2022. That the set up fee and first year subscription payment of £397 plus VAT and £564 plus VAT, respectively, be approved for this purpose.

## **136/21 Planning Applications**

Planning Applications were considered as follows:

21/05607/HOU	89-91 Main Street	Various works to doors and windows
21/05728/LBC &		
21/05760/HOU	Oak Tree Barn	Conversion of Garage into habitable space
21/05590/FUL	Frank House, Cocking Lane	Siting of 3 shepherd huts for tourist use
21/05817/PN3MA	93 Main Street	Change of use; offices into residential

**Resolved:** That the following comments be sent to the planning officer in respect of changes to the windows and doors at 89-91 Main Street addingham 21/05607/HOU;

Cllrs are concerned about the changes to the front elevation, in particular the windows. The proposed removal of old ground floor windows and replacement with new, smaller windows will not be in keeping with other homes along Main Street, all of which have retained the original Georgian design.

The removal of the windows on the front elevation on both the ground floor and first floor will change the look and feel of that row of terraces. The proposal is not in keeping and will stick out like a sore thumb against the original design retained by number 93 Main Street.

Cllrs agree that these changes are not appropriate and wish to note that the property is within a conservation area and is grade 2 listed.

The adopted Neighbourhood plan is clear in its aims to support planning applications that retain the "look and feel" of the rest of the village and retain the charm and character of the original

There were no further comments on the planning applications.

### **137/21 Village Events and Celebrations**

Feedback from recent public events in the village, the Remembrance Parade and the Christmas Lights Switch-on was discussed. It was agreed that issues concerning road closures and arrangements for future events would be reviewed further by councillors in the New Year.

The Chairman proposed that funds be allocated for the purpose of investing in preparations for future events.

**Resolved(1):** That a list of necessary items be drawn up by the Chairman and Clerk in respect of high visibility jackets, walkie talkies and ID badges. That the Clerk be authorised to place orders as appropriate, in consultation with the Chairman.

**Resolved(2):** That a meeting of the emergency plan working group be held on Wednesday 22<sup>nd</sup> December 2021 at 7pm at the Hub. That Cllrs Brady, Coates, Smith, Tennant and Wilcox attend if possible.

*Having declared an interest in the next agenda item, Cllrs' Jerome and D Brady withdrew from the meeting*

**Resolved(3):** That the Clerk make enquiries with the Memorial Hall trustees regarding the possibility of providing WIFI at the Memorial Hall. That the response be considered by the emergency plan team.

*Cllrs D Brady and Jerome re-joined the meeting*

### **138/21 Dates and venue arrangements for forthcoming meetings**

The next ordinary meeting of the Council would be held on 19<sup>th</sup> January 2022 at the Memorial Hall at 7pm.

### **139/21 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, on the grounds that they relate to confidential contractual matters and correspondence from members of the public

### **140/21 Contracts of employment**

A review of the NALC holiday entitlements was received and noted. A letter to inform staff of the changes, was duly signed by the Chairman.

A schedule setting out current and proposed expenditure on salaries and contracts was received and the recommendations of the Finance Committee, as put forward from its meeting in November 2021, were considered.

**Resolved:** That the schedule be approved and reflected in the budget approved during this meeting.

### **141/21 YLCA Advice**

The response from the YLCA in respect of the advice requested regarding a recent ICO directive was received and noted.

**Resolved:** That the Clerk write to the resident with the Parish Councils response. That a copy be sent to the ICO as requested. That the matter is now concluded.

### **142/21 Correspondence**

The Council considered the outcome of an internal review of correspondence from a local resident. The Council considered the advice from YLCA in this regard, and it was

**Resolved:** That the Chairman write to the resident and inform them that the correspondence has been categorised as vexatious and that as a result future contact would be limited to conventional post only.

Council noted their responsibility to ensure employee wellbeing is considered when responding to vexatious members of the public.

Meeting closed at 8.37pm

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Chairman