

ADDINGHAM PARISH COUNCIL
MINUTES OF A MEETING OF THE COUNCIL
HELD AT THE MEMORIAL HALL
ON WEDNESDAY 16th February 2022 AT 7:00PM

Present

Cllrs: D Brady, T Brady, Hindle, Flesher, Jerome, Smith, Coates, Wilcox and Naylor

Absent

Cllr Tennant and Cllr Sutcliffe

In Attendance

Parish Clerk: Sallie Lloyd

Public: 3

PC Paul Beck

25/22 Election of Chairman

Resolved: That Cllr Coates be and she is hereby elected as Chairman with immediate effect to serve for this meeting in the absence of the Chairman and Vice Chairman.

26/22 Apologies for Absence

Received from Cllrs Sutcliffe and Tennant; reasons for absences approved.

27/22 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 items 6,8 & 9 – Allotments. Dispensation held

Disclosable pecuniary interests:

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

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

Cllr Coates Agenda item 12 – Planning Applications. Personal Application for consideration

28/22 Public Consultation and Question Time, including Police Matters

A report from the Police was received and noted. PC Beck continues to monitor local roads with the Pro laser device.

A member of the public present at the meeting was invited by the chairman to speak during agenda item 7. No other members of the public wished to comment or address Council.

Ward Councillors will host a surgery on 12th March 2022 in the Hub between 10am and noon.

29/22 Minutes of the Ordinary Meeting held on 19th January 2022 and the Extraordinary Meeting held on 25th January 2022

Resolved(1): That the Minutes of the Meeting held on 19th January 2022 and the Extraordinary Meeting held on 25th January 2022, 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.

30/22 Consultations, Correspondence and Discussion forum

Correspondence received during the month was noted. It was pointed out that the Addingham Allotments and Garden Association invitation on 5th March, was for an informal meeting and coffee morning, rather than an annual meeting, which the agenda suggested.

Correspondence from a member of the public concerned with the height of some of the dropped kerbs within the village was received. After discussion it was

Resolved: That the clerk refer the matter to Bradford Council and request that they undertake safety assessments to ensure the heights of kerbs are compliant throughout the village.

Having declared an interest in the next agenda item, Cllr Hindle and Cllr flesher withdrew from the meeting

31/22 Financial Matters

1. Invoices for payment

Resolved: That the presented list of accounts paid and invoices due for payment, be approved. Including 2 invoices that were added to the list at the meeting. Blackburn Skips, £296 and ICO annual registration, £40.

2. Bank Reconciliation – to 7th February 2022

The Bank Reconciliation to end 7th Feb 2022 was received and noted.

3. Expenditure Proposals

Proposals for expenditure were received.

Resolved(1): That a decision made by the clerk to purchase and fill a new PC grit bin on Burns Hill be ratified. That the invoice of £120 inc vat be approved for payment.(Fin Reg 4.5 refers)

Resolved(2): That a decision made by the clerk to appoint a suitable contractor to adjust the Pavilion car park gate be ratified. That the invoice of £37.50 be approved for payment.(Fin Reg 4.5 refers)

Resolved(3): That a decision made by the clerk to appoint contractors to remove a fallen tree from plot 22 Silsden road be ratified. That the invoices of £212.50 be approved for payment.(Fin Reg 4.5 refers)

Resolved(4): That a decision made by the clerk to appoint a plumber from the approved contractor list to replace the outside tap at the Pavilion be ratified. That the invoice of £52 be approved for payment. It was noted the tap had been vandalised (Fin Reg 4.5 refers)

Resolved(5): That the Clerk be authorised to confirm arrangements with TAC Electrical Contractors for the works necessary for the installation of a sensor safety light on the external wall of the Old School, as quoted. That £312 inc VAT be committed for this purpose.

Resolved(6): That the Clerk be authorised to confirm arrangements with David Cousins for the works necessary for the restoration of two village noticeboards as quoted. That £200 be committed for this purpose

Resolved(7): That a programme of works necessary to bring plot 7 Newtown back to lettable condition be drawn up and that the Clerk, in consultation with the Chairman of the Property & Maintenance Committee, be authorised to incur expenditure as and when required in line with the programme, in accordance with Financial Regulation 4.1.

32/22 Platinum Jubilee

Initial plans and outline costs for a Jubilee Garden were received. After discussion it was

Resolved(1): That the clerk make enquiries with a monumental stone mason for the creation of a large engraved stone to mark the Jubilee. That the stone work, if approved, be positioned near the war memorial and that Garden Friends are invited to submit ideas for planting around the stone.

Council considered samples of commemorative coins and wooden coasters, with the intention of presenting one of the items as a keepsake to all primary school age children to mark the Jubilee. After discussion it was

Resolved(2): That the Clerk be authorised to place an order with Tower Mint for 250 coins. That £909 incl vat be committed for this purpose.

The Council would like to offer the Coasters for sale to residents and visitors both before and during the Jubilee weekend. After discussion it was

Resolved(3): That the Clerk be authorised to place an order with Venn products of Skipton for 100 coasters. That £175 be committed for this purpose. That the Clerk clarify the VAT position regarding sales and confirm arrangements at the next meeting.

At the invitation of the Chairman, a member of the public was invited to address Council with an update from the working group meeting. Groups from the village will join together to host activities and entertainment over the four day bank holiday weekend. Further information will be published in the village newsletter and on social media to keep residents up to date. The working group requested that the Parish Council make the necessary arrangements to close the road and supervise the closure on the day. After discussion, it was

Resolved(4): That the Clerk request a road closure by the usual means and notify the PSLG and bus companies of the details. That volunteer members of the Council will be available to supervise the road closure on Saturday 4th June.

33/22 Property and Maintenance Committee Report

The draft minutes of the Property and Maintenance Committee meeting held on 8th February were received and noted. It was

Resolved(1): That the Clerk be authorised to confirm arrangements with William Crane Contractor for the works necessary for the clearance and levelling of plot 5a Lower Stamp Hill, as quoted. That £336 inc VAT be committed for this purpose.

34/22 Finance Committee Report

The draft minutes of the Finance Committee meeting held on 8th February were received and noted. It was

Resolved(1): That the Clerk be authorised to make arrangements with Hiscox to renew the council's policy for the Insurance of the William Hoffman Wood field.

Resolved (2): That the clerk writes to the Cricket Club outlining the full responsibility they have for maintenance of the cricket nets. That the letter reminds them to repair or remove any element of the structure or netting that falls below a safe standard and that facilities must not be left in a condition that poses a hazard to the public.

Resolved(3): That the revised fees and charges, as recommended by the Finance Committee are approved. That

the Clerk writes to all service users and tenants to inform them of the increases.

35/22 Climate Action Addingham working group

The working group meeting, scheduled for 11th February, did not go ahead.

36/22 Hoffman Wood Field

Following the proposal of the Environment group to plant a small number of trees in the South West corner of the field, councillors carried out a site visit in January and presented their opinions via an oral report. It was

Resolved: That the clerk confirms with the environment group that the planting can go ahead.

Having declared an interest in the next agenda item, Cllr Coates withdrew from the meeting

37/22 Election of Chairman

Resolved: That Cllr D Brady be and she is hereby elected as Chairman with immediate effect to serve for this agenda item in the absence of the Cllr Coates, who has declared an interest and withdrawn.

38/22 Planning Applications

Planning Applications were considered as follows:

22/00221/HOU	Winebeck Farm	demolition of conservatory and replacement with single storey garden room
22/00422/HOU	Lower Marchup	construction of two storey extension with front and side single storey projections
22/00352/LBC	The Crown	replacement of windows to front elevation and installation of oak framed pergola
22/00351/LBC	The Crown*	replacement of windows to front elevation and installation of oak framed pergola

Duplicated with different number as listed building consent is also required and has been duly applied for

22/00539/HOU	Springfield Meadows	Construction of small single storey infill extension to create a utility and WC
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Resolved: That an objection be sent to the planning authority in response to the consultation on the application for the creation of an oak framed pergola in the car park of the Crown Public House to the effect that the plans represent the reduction of spaces in the car park that will displace vehicles onto adjacent residential streets.

There were no comments on the other planning applications.

Cllr Coates rejoined the meeting and took the chair

39/22 Village Newsletter

The Clerk reported that the next edition of the village newsletter, due to be distributed in March 2022, was being prepared, and receipts from sale of advertising were expected to cover the costs of printing.

40/22 Chairman's Remarks and Members' Discussion Forum

The next date for the emergency plan review group to meet was proposed. The Clerk will confirm a venue and circulate the confirmed date to members.

41/22 Dates and venue arrangements for forthcoming meetings

The next ordinary meeting of the Council would be held on 16th March 2022 at the Memorial Hall at 7pm.

42/22 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 matters.

43/22 Parson's Lane

An update from Cllrs Hindle and Naylor following their site meeting with Skipton Properties Ltd was received and noted. Skipton Properties are fully expecting to have vacated by the end of the lease term. They were reminded that full reinstatement was a condition of the lease and they confirmed this was underway.

44/22 Staff Salaries

Resolved: That the pay progression for the Clerk, in line with her contract of employment be approved. That the updated Schedule of salaries and contracts for 2022 be approved. A confirmation letter for the file was duly signed.

Meeting closed at 8.55pm

Chairman