

**ADDINGHAM PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE COUNCIL**  
**HELD AT ADDINGHAM MEMORIAL HALL**  
**ON WEDNESDAY 11<sup>TH</sup> MAY 2022 AT 7:00PM**

**Present**

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

**Absent**

Cllr Naylor

**In Attendance**

Parish Clerk: Sallie Lloyd

Public: 2

**86/22 Election of Chairman**

**Resolved:** (Proposed by Cllr Jerome; seconded by Cllr Coates) 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. The Chairman's Declaration of Acceptance of Office was signed and received.

**87/22 Election of Vice-Chairman**

**Resolved:** (proposed by Cllr Tennant; seconded by Cllr Smith): That Councillor Coates be and she is hereby elected as Vice-Chairman of the Council with immediate effect to serve until the date of the next annual meeting.

**88/22 Apologies for Absence**

No apologies received

**89/22 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:

None

Disclosable pecuniary interests:

Cllr Flesher – Item 14, financial matters. Contractor invoice for payment.

Dispensation requests received:

Cllr Tennant requested a dispensation, allowing him to sit on the Finance committee, Property and Maintenance and participate in all discussions and decisions regarding allotments in full Council meeting or committee (Allotment holder connected person's interest, spouse is a plot holder).

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

**90/22 Public Consultation and Question Time, including Police Matters**

A member of the public present at the meeting was invited by the chairman to speak during agenda item 15.

There were no comments from other members of the public present.

Cllr Coates requested that the condition of road signs is considered at the next meeting.

**91/22 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 23<sup>rd</sup> March 2022, having been taken as read, be approved and signed as a true and correct record by the Chairman

**Resolved(2):** That the Minutes of the Meeting held on 20<sup>th</sup> April 2022, having been taken as read, be approved and signed as a true and correct record by the Chairman.

**Resolved(3):** That the Clerk's written report on Matters Arising be taken as read and noted.

**92/22 Consultations, Correspondence and Discussion forum**

Correspondence received during the month was noted.

**93/21 Delegation to Committees, Working Groups and Officers**

**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, Coates 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 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 Climate Action Addingham Group be appointed until the date of the next annual meeting with terms of reference as published on the website, that Cllrs D Brady, Wilcox, Tennant and Sutcliffe be appointed as members of that committee.

**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 D Brady, T Brady, Coates, Smith, Flesher and Tennant

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

### **94/21 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 and Cllr Flesher

*[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

Yorkshire Local Council Association: Cllr Tennant

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

### **95/21 Policies and Procedures of the Council**

**Resolved (1):** That amendments to Standing Orders be approved, as recommended by NALC, that these be published on the website.

**Resolved (2):** The Council's existing policies and procedural documents, including the risk management schedule and Financial Regulations, as copied to members from time to time, and available on the website, were reviewed and approved.

### **96/22 Meeting Schedule 2022/23**

**Resolved:** That the meeting schedule proposed by the Clerk for meetings to take place on the third Wednesday of every month be approved except for August, when Council will not meet and December, when the meeting shall take place on the second Wednesday, 14<sup>th</sup> December 2022.

### **97/22 Internal Auditor**

**Resolved:** That Mr Andrew Bosmans be confirmed as Internal Auditor for period ending 31<sup>st</sup> March 2023.

### **98/22 Library TRO**

Correspondence from Highways officers was reviewed, and it was noted that an objection to the proposed scheme had been received. The scheme for double yellow lines outside the Library, on Main street would be abandoned by BMDC highways officers unless a compromise could be agreed. The revised proposal was to reduce 2 of the 4 parking spaces, by introducing double yellow lines. After discussion it was

**Resolved:** That the revised scheme be supported by Addingham Parish Council and that comments to that effect be sent to the officer in charge of the scheme.

*Having declared and interest in the following item, Cllr Flesher left the meeting*

### **99/22 Financial Matters**

#### **1. Invoices for payment**

**Resolved:** That the presented list of accounts paid and invoices due for payment, be approved. Including 3 invoices that were added to the list at the meeting: Waste Tech £250, Optimum Fireworks £1200 and Michael Flesher £90. The payment to reimburse Mr Hunter Rowe for Jubilee expenditure was confirmed at the meeting. The amount of £351.87 was approved.

*Cllr Flesher re-joined the meeting*

#### **2. Bank Reconciliation – to 6<sup>th</sup> May 2022**

The Bank Reconciliation to end 6<sup>th</sup> May 2022 was received and noted. The Clerk reported an error in the published agenda, which stated 12<sup>th</sup> May.

#### **3. Expenditure Proposals**

Proposals for expenditure were received.

**Resolved(1):** That a decision made by the clerk to appoint a contractor to remove asbestos from the Newtown allotment site be ratified. That the invoice of £250 be approved for payment.(Fin Reg 4.5 refers).That the payment be included for approval at this meeting.

**Resolved(2):** That the Clerk be authorised to pay any invoices relating to the Jubilee event that fall due before the date of the next meeting, where non-payment would jeopardise delivery of the event. That funds earmarked from the Lottery grant be used for this purpose and reported during the next meeting in June.

### **100/22 Platinum Jubilee**

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 are making progress with plans and are communicating them to residents. After discussion it was

**Resolved:** That Cllrs D Brady and Smith attend the Jubilee tree planting on Friday 27<sup>th</sup> May at 10am in the Hen Pen Gardens.

### **101/22 Property and Maintenance Committee Report**

A verbal report from the Property and Maintenance Committee meeting held on 10<sup>th</sup> May 2022 was received and noted.

### **102/22 Planning Applications**

Planning Applications were considered as follows:

22/01738/HOU	North Ives, Bolton Road	single storey rear extension
22/01530/LBC	The Old Rectory, Low Mill Lane	replacement of post and rail fencing with stone walls
22/01799/HOU	7 Abbey Close	first floor extension above existing garage
22/01865/HOU	The Paddock, The Street	Replacement of timber windows with UPVC
22/01371/HOU	30 Coppy Road	Side extension with balcony

**Resolved(1):** That a comment be sent to the planning authority in response to the consultation on the application to replace post and rail fencing with stone walls at The Old Rectory, Low Mill Lane to the effect that care must be taken by the applicant to ensure that the new wall does not encroach on the highway. The road is narrow and would not easily accommodate vehicles if the width were to reduce as a result of the new wall.

There were no comments on the other planning applications.

### **103/22 Annual Governance & Accountability Return and Account 2020/21**

The Financial Accounts 2021/22, together with the report of the Internal Auditor, all as circulated to Members, were received and noted.

It was noted that the Internal Auditor had no matters to raise with the Council, following his annual audit of the Council's financial records and procedures; that, in his view, the records and systems of internal control were adequate and effective; and that accounting information shown in the AGAR had been correctly stated. Taking these matters into account, it was

**Resolved (1):** That the Annual Governance Statement in the AGAR 2021/22 be approved for signature by the Chairman and Clerk.

**Resolved (2):** That the Accounting Statement in the AGAR 2021/22, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

Correspondence from the external auditor in respect of advice previously given to Council relating to the 2020/21 AGAR was received. It was noted that the reporting completed by the previous Clerk, was correct and did not require a correction or restatement.

### **104/22 Chairman's Remarks and Members' Discussion Forum**

**Resolved:** The next meeting of the emergency plan review group will be held on Wednesday 18<sup>th</sup> May, in the Memorial Hall, immediately following the Annual Parish Meeting

### **105/22 Dates and venue arrangements for forthcoming meetings**

Annual Parish Meeting 18<sup>th</sup> May at 6.30pm in the Memorial Hall

Ordinary Council Meeting 15<sup>th</sup> June 2022 at 7pm in the Memorial Hall,

Meeting closed at 8.22pm

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Chairman