

**ADDINGHAM PARISH COUNCIL**  
**MINUTES OF A MEETING OF THE COUNCIL**  
**HELD AT ADDINGHAM MEMORIAL HALL**  
**ON WEDNESDAY 20<sup>th</sup> July 2022 AT 7:00PM**

**Present**

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

**Absent**

Cllr Smith & Cllr Tennant

**In Attendance**

Parish Clerk: Sallie Lloyd

Public: 2

District Cllr: Caroline Whitaker

*Cllr Coates in the Chair*

**121/22 Apologies for Absence**

Apologies received from Cllr Tennant and Cllr Smith. Reasons for absence consented

**122/22 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:

**Personal Interests:**

Cllr Sutcliffe – Item 5, correspondence from Cricket Club. Club treasurer

Cllr Coates – Item 5, correspondence from Golf Club. Connected persons interest, husband is club captain

Cllr Hindle & Flesher – Item 6, approval of annual rent to Addingham United Charities; both clls are trustees

**Disclosable pecuniary interests:**

Cllr Hindle & Cllr T Brady – Item 6, financial matters. Invoice for payment.

**123/22 Public Consultation and Question Time, including Police Matters**

The Police were not present.

The lengthsman reported that graffiti had taken place around the village and there had been numerous reports made to the local policing team.

A member of the public asked the Council to consider the risk of wildfires starting in the long grass areas around the village. There are concerns that the current extreme temperatures and local arson attacks makes the risk higher than normal at this time of year. The Clerk was asked to speak to mowing teams at Bradford if the forecast rain did not arrive.

**124/22 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 15<sup>th</sup> June 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.

**125/22 Consultations, Correspondence and Discussion forum**

Correspondence received during the month had been circulated to members, as appropriate, and was noted in accordance with the policies and procedures of the Council.

**Resolved(1)** That a note of thanks be sent to Bracken Ghyll Golf Club. That the Parish Council asks them to redirect their enquiry to the District Council for consideration.

**Resolved(2):** That Addingham Cricket Club be granted permission to use Hoffman Wood Field for an overflow car park on cup final day in August. The Risk Assessment provided for this purpose was received and noted.

**126/22 Financial Matters**

*Having declared a pecuniary interest in the next agenda item, cllrs T Brady and Hindle left the meeting.*

**1. Invoices for payment**

**Resolved(1):** That the presented list of accounts paid and invoices due for payment, be approved. Including invoices to Robin Ellis Ltd for £4595.40 paid by the Clerk before the meeting in accordance with fin reg 5.5; an invoice for Airedale Fire Protection that was presented for payment and authorised during the meeting; a grant awarded to Addingham Garden friends that was approved for payment during the meeting and a payment to Addingham United Charities for £5 in respect of the annual rent on the Dawson Crossley field that was approved for payment during the meeting.

*Cllr T brady and Cllr Hindle re-joined the meeting*

**Resolved(2):** That payments made by the Clerk during June and July relating to Jubilee expenditure in

accordance with the delegated authority approved at the last meeting (minute ref 112/22) be ratified.

**Resolved(3):** That a scheme of delegation to the Clerk be approved in order that invoices for August and September due for payment before the next meeting on 20<sup>th</sup> September are paid in accordance with fin reg 5.5.

**2. Bank Reconciliation – to end 11<sup>th</sup> July 2022**

The Bank Reconciliation to end 11<sup>th</sup> July 2022 was received and noted.

**3. Monitoring Statement to 30 June 2022.**

The monitoring statement to 30<sup>th</sup> June 2022 was received and noted.

**4. Staffing**

**Resolved:** That overtime worked during June by the Clerk be approved (minute ref 112/22 refers) and letter to payroll signed accordingly.

**5. Expenditure Proposals**

**Resolved(1):** That the Clerk be authorised to incur expenditure of £75 inc VAT, for the secure disposal of records in accordance with the document retention and disposal policy. That the payment be approved during the meeting.

**Resolved(2):** That the request for £600 from Addingham Garden friends be approved and authorised for payment during the meeting.

**Resolved(3):** That the Clerk be authorised to pay £5 rent due to the Addingham United Charities in respect of the Dawson Crossley Field. That the payment be approved during the meeting.

**127/22 Property and Maintenance Committee Report**

The draft minutes of the Property and Maintenance Committee meeting held on 12<sup>th</sup> July were received and noted.

After discussion it was

**Resolved(1):** That the Clerk be authorised to make the necessary arrangements with P Dolphin to repair and rebuild a section of wall along Silsden Road, known as the Bottle Tip. That expenditure of £9860 be approved for this purpose from general reserves.

**Resolved(2):** That the Clerk be authorised to purchase an Eco Rest bench for Bark Lane, near Iron Bridge, a Lowther bench for Bark Lane at the junction with Bolton Road and Lowther bench for Craven Crescent. That expenditure of £1753.25 be approved for this purpose from general reserves. It was further resolved that the clerk make arrangements with a suitable tradesman to supply suitable fittings to secure the benches in place. That the Clerk, be authorised to incur expenditure in respect of the bench fitting.

**128/22 Public Toilets**

Reports of criminal behavior and vandalism were discussed and the damage caused to council property and village infrastructure was noted. The Clerk has clarified with BMDC, that the removal of graffiti is not a free service and as such the Council will need to purchase suitable products and remove the graffiti.

**Resolved:** That the Clerk be refer the issues with the cleaning to the Ward office and local MP. It was further resolved that the toilets would remain locked until further notice.

**129/22 War Memorial Improvement Scheme**

A comprehensive quotation was received and noted. Council asked the Clerk to check the suitability of the designs with the Royal British Legion.

**130/22 Finance Committee Report**

The draft minutes of the Finance Committee meeting held on 12<sup>th</sup> July were received and noted.

After discussion it was

**Resolved(1):** That Addingham Parish Council purchases 2 Bose Speakers, together with microphones and protective cases for use at Parish Council Events. That expenditure of up to £1500 be approved for this purpose.

**Resolved(2):** That the Financial Reserves policy be approved.

**131/22 Use of herbicides**

The Clerk's verbal report was received and noted. Bradford maintenance teams plan to work in the village on 28<sup>th</sup> July to clear by mechanical methods the overgrown areas identified by Council.

**132/22 Climate Action Addingham Report**

The draft minutes of the CAA meeting held on 30<sup>th</sup> June were received and noted.

After discussion it was

**Resolved(1):** That the launch date of 14<sup>th</sup> September and the joint production of a leaflet with the Zero Waste group to promote the Food, Water and Garden Waste recycling scheme at the "Waste Reduction" information evening be approved.

**Resolved(2):** That a scheme of delegation to the Clerk, in consultation with council members of the working group, to incur expenditure of up to £100 associated with the launch and the public event be approved.

**Resolved(3):** That the planting of 2 additional fruit trees in the area close to the Pavilion, (opposite the MUGA, behind the Medical Centre) be approved.

### **133/22 Planning Applications**

Planning Applications were considered as follows:

22/02503/HOU	8 Sidebeck Road	single storey rear extension
22/02299/LBC	High House Farm, Straight Lane house	replacement of barn doors and entrance front door to house
22/02959/HOU	1 Hudson Yard	construction of a porch

There were no comments on the planning applications.

### **134/22 Policies and Procedures of Council**

**Resolved:** That a Lone Working Risk Assessment be approved. It was further resolved that the Clerk would look into the possibility of panic alarm devices for the staff who work at the Hub.

### **135/22 Traffic Issues around the village**

Cllr Coates provided an update on the issues raised during the June meeting. That the long list of damaged and missing road signs has been actioned in part by Bradford Highways officers.

The Clerk presented a report on a variety of interventions; Traffic Cameras, Body Cameras for crossing supervisors and SIDs. After discussion it was

**Resolved:** That the Clerk make enquiries with BDMC to establish if permission was likely to be granted for parish council owned and installed traffic calming measures.

### **136/22 Village Events**

**Resolved:** That the Clerk be authorised to apply for road closures for events planned in the village to mark Remembrance Sunday and also the Christmas Market and Light Switch on event.

### **137/22 Chairman's Remarks and Members' Discussion Forum**

Cllr Coates thanked the volunteer council members for giving up time during the previous 2 Saturdays to clear debris and green waste from the allotment car park and pathways on the allotment sites.

### **138/22 Dates and venue arrangements for forthcoming meetings**

Ordinary Council Meeting 21<sup>st</sup> September 2022 at 7pm in the Memorial Hall,

### **139/22 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.

### **140/22 Correspondence**

**Resolved(1):** That following advice from BMDC Solicitor Bryn Roberts, the Clerk be instructed to respond to the resident. That the letter be duly signed by the Chairman of the meeting on behalf of Addingham Parish Council.

**Resolved(2):** That the Clerk be instructed to respond to the resident in respect of 2 subject access requests, within the statutory timescale. The letter to be duly signed by the proper officer of Addingham Parish Council.

Meeting closed at 8.38pm

---

Chairman