

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL ON TUESDAY 25<sup>TH</sup> OCTOBER 2022 AT 7:00PM**

### **Present**

Cllrs: T Brady, Hindle, Flesher, Wilcox and Tennant

### **Absent**

Cllrs Sutcliffe, Naylor, Jerome, D Brady, Coates and Smith

### **In Attendance**

Parish Clerk: S Lloyd

Public: 1

Ward Cllr C Whitaker

### **159/22 Apologies for Absence**

Received from Cllrs Sutcliffe, Naylor, Jerome, D Brady, Coates and Smith; reasons for absences approved.

### **160/22 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:**

None

#### **Disclosable Pecuniary Interests:**

None

### **161/22 Public Consultation and Question Time, including Police Matters**

The Police provided a written report, which was received and noted.

There were no comments from members of the public.

### **162/22 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 28<sup>th</sup> September 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.

### **163/22 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 Addingham Parish Council would not nominate a cllr for consideration for the CBMDC Standards Committee.

**Resolved(2):** That Addingham Parish Council representative(s) be mandated to vote in favour of the proposed amendment to appendix 4 para 7 of the Parish Charter.

### **164/22 Financial Matters**

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

**Resolved(1):** That the presented list of accounts paid and invoices due for payment, be approved. Including two payments authorised at the meeting: £618.30 to Defib Warehouse and £40.08 to Scottish Water.

**Resolved(2):** That a decision made by the Clerk in consultation with the Chairman to approve additional expenditure incurred by a contractor, whilst undertaking work for the Council be ratified. To approve total expenditure of £352.08 paid to Stephen Carter for the painting and restoration of the War Memorial gates (Fin Reg 4.5 & 5.5 refer).

**Resolved(3):** That payments made by the Clerk during October in accordance with the financial regulation 5.5 be ratified.

#### **2. Bank Reconciliations – to end 10<sup>th</sup> October 2022**

The Bank Reconciliation to end 10<sup>th</sup> October 2022 was received and noted.

#### **3. Monitoring Statement to end September 2022**

The monitoring statement to 30th September 2022 was received and noted.

#### **4. Expenditure proposals**

**Resolved(1):** That the grant application from Totally Locally be approved. That the Clerk be authorised to make the necessary arrangements to pay the invoice for the hire equipment from Willpower. That net expenditure of £1288.50 be approved for this purpose.

**Resolved(2):** That the grant application from Addingham Singers be refused at this time. That the Clerk contact the group to establish if the Parish Council's sound equipment is suitable for them to borrow.

**Resolved(3):** That the Clerk be authorised to incur expenditure necessary to provide a suitable home working space. That a monitor, keyboard, mouse, laptop stand and HDMI cable be purchased from the IT capital expenditure budget and noted on the asset register accordingly.

#### **5. Staffing**

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

#### **165/22 Planning Applications**

Planning Applications were considered as follows

22/04195/FUL	147a Main Street	Replacement Windows
22/04052/LBC	41 Main Street	Replacement Windows

There were no comments of the applications

#### **166/22 Sugar Hill**

The engrossment lease for the community asset transfer of land at Sugar Hill from CBMDC to Addingham Parish Council under a 50 year lease agreement was received and noted.

**Resolved:** That the lease be executed in accordance with Council procedures.

#### **167/22 Policies and Procedures of Council**

**Resolved(1):** That a Safeguarding Policy be approved and published on the website.

**Resolved(2):** That safeguarding training be undertaken as necessary by staff, members and volunteers and the Clerk be authorised to incur expenditure necessary for appropriate online L1 safeguarding learning both now and in the future.

#### **168/22 Review of Capital Program (Action Plan) 2022/25**

The council's strategic Action plan was reviewed, and Capital Investment projects were discussed

An initial draft Action Plan 2023 -26, highlighting levels of expenditure potentially required for service provision in 2023/34, was discussed. It was noted that potential expenditure estimates, as proposed for planned actions, had been used to inform the discussion draft of the Budget Statement 2023/24 to be considered under Agenda item 7.

**Resolved:** That the Finance Committee consider the Draft Capital Action Plan V2 during the next meeting.

#### **169/22 Review of regular payments**

A schedule of regular payments made by the Council on an annual basis, and by Standing Order and Direct Debit (excluding salaries) was reviewed and updated. It was noted that the list of ongoing payments would be used in preparing the draft Budget for revenue expenditure in 2023/24.

**Resolved:** That the Finance Committee consider the Schedule of regular payments V2 during the next meeting.

#### **170/22 Draft Budget 2023/24**

The monitoring statement for period ending 30<sup>th</sup> September was discussed.

The draft budget proposals for the next financial year were then received and considered, and, taking account of levels of expenditure during the current financial year, as well as spending requirements likely to be carried forward during the next, a number of amendments were proposed.

The council Tax Base and the calculations for band D equivalent properties are not yet available from CBMDC.

The intention of the council is to maintain the charge to residents at the same rate as the previous year.

**Resolved:** That the Finance Committee consider the Draft Budget V2 during the next meeting

#### **171/22 Village Events and Celebrations**

1. The Clerk provided an update regarding the Remembrance Sunday event. Cllr Flesher will represent the Parish Council at St Peter's Church and join Cllr Hindle at the War Memorial to lay the wreath on behalf of the Parish Council.

**Resolved:** That the Clerk be authorised to incur expenditure necessary to purchase a wreath from the British Legion in readiness for Remembrance Sunday.

Ward Councillor Whitaker gave her apologies as she will be unable to join the Civic party.

2. The Clerk provided an update regarding the Christmas Light switch on event. Cllrs T Brady, D Brady, Flesher, Wilcox, Tennant and Smith have volunteered to supervise the road closures. The Chairman will therefore be unavailable to host guests in the Hub and another Cllr will need to volunteer.  
**Resolved:** That the Platinum Jubilee Queen and members of the Beer Festival Committee be invited to switch on the lights with members of the Clergy and Parish Councillors.

### **172/22 Chairman's Remarks and Members' Discussion Forum**

The Chairman was delighted to announce that the recent village Beer Festival was a huge success and that £8500 was going to be distributed among village groups and local causes.

Ward Cllr Whitaker informed Council that the Environmental Task Force would be working to clear Ilkley (Old) Road during December.

As Cllr Coates was absent from the meeting, her verbal update will be carried forward to the next meeting.

### **173/22 Dates and venue arrangements for forthcoming meetings**

The next ordinary meeting of the Council would be held on 16<sup>th</sup> November 2022 at 7pm at the Memorial Hall.

### **174/22 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 (minutes 175/22 and 176/22 below) on the grounds that they relate to confidential contractual and staffing matters.

### **175/22 Parish Council Owned Land**

The Clerk provided a verbal update on a boundary issue at the Parsons Lane field. After discussion it was

**Resolved:** To seek clarification from the neighbour on the planned approach for reinstatement of the boundary.

### **176/22 Review of Salaries & Contractor Costs**

The schedule of salaries and contractor costs was presented and discussed.

**Resolved:** That the schedule be approved and used in preparing the draft Budget for revenue expenditure in 2023/24

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Chairman