

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ON MONDAY 19<sup>TH</sup> DECEMBER 2022 AT 7:00PM**

### **Present**

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

### **Absent**

Cllr Jerome

### **In Attendance**

Parish Clerk: S Lloyd

Public: 7

PC Paul Beck

PCSO Jeanette Bolton

### **196/22 Apologies for Absence**

Received from Cllr Jerome; reasons for absences approved.

### **196/22 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 Tennant – Item 10, P&M Committee report including Allotments. Allotment holder connected person's interest, spouse is a plot holder. Dispensation held.

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

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

### **197/22 Public Consultation and Question Time, including Police Matters**

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

At the invitation of the chairman, a member of the public addressed Council in relation to agenda item 15. Cllrs Sutcliffe and Tennant requested that the maintenance of the Dawson Crossley Field and car park be included on the next agenda for discussion.

### **198/22 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 19<sup>th</sup> November 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.

### **199/22 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 Cllrs Tennant, D Brady and Coates would attend the Civic Society trustees meeting on 21<sup>st</sup> Feb

*Having declared a personal interest in the next agenda item, Cllr Hindle left the meeting.*

### **200/22 Financial Matters**

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

**Resolved(1):** That the presented list of accounts paid and invoices due for payment, be approved.

**Resolved(2):** That payments made by the Clerk during December in accordance with Financial Regulation 5.5 be ratified.

*Cllr Hindle re-joined the meeting*

#### **2. Bank Reconciliations – to end 12<sup>th</sup> December 2022**

The Bank Reconciliation to end 12<sup>th</sup> December 2022 was received and noted.

#### **3. Staffing**

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

## **201/22 Planning Applications**

Planning Applications were considered as follows

22/04734/FUL	Craven Heifer Public House	Retrospective consent to move an extractor pipe
22/00101/APPFL2	Land to the west of The Street	Appeal of decision to Secretary of State
22/04837/FUL	High House Farm, Turner Lane	Construction of workshop and office extension
22/05024/HOU	17 St Peters Court	Single Storey rear extension
22/05174/HOU	15 Moor Park Drive	Rear ground floor extension

There were no comments on the applications

## **202/22 Insurance 2023**

**Resolved :** That the Clerk be authorised to make arrangements with Zurich to renew the council's policy and that £1272.22 be committed for this purpose. It was further resolved to authorise the Clerk to accept the additional premium for the insurance of the Sugar Hill toilet block. The premium will be paid to Zurich in accordance with financial regulation 5.5 and reported in full at the next Council meeting.

## **203/22 Budget and Precept 2023/24**

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> November, 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 2023/34.

**Resolved (1):** That the 3 year Action Plan and CIP (2023-26) be approved, and that it be used as the basis for the setting of the budget for 2023/24.

**Resolved (2):** That the list of regular payments for 2023 be approved and that the Clerk be authorised to make payments as and when they fall due.

**Resolved (3)** That the draft Budget 2023/24, 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 2023/24 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 2023-26, and that the Clerk be authorised to complete the precept form accordingly and arrange for its signature by the Chairman.

**Resolved (4):** That, after taking account of the decision to set the Precept 2023/24 to provide only part of the budgeted requirements and contingency provisions 2023/24 (Resolution 3 above refers), all funds currently held in bank reserves be used in the coming financial year, first, for revenue expenditure; secondly 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 finally, 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 (5):** That earmarked reserves be approved as follows, on the basis that the funds have not been used for their intended purpose by 31<sup>st</sup> March 2023.

General reserves	35,000
MUGA	10,000
Defib @Low Mill	3,000
War Memorial Phase 3	10,000
Traffic Calming/Road safety	10,000

Council noted that by resolving to set the precept at the same level as the previous two years, they were acknowledging that reserves would be required to meet the expenditure plans. Unprecedented financial pressures on residents have been carefully considered and Council is aware that once, spent, the reserves will not be available to balance the budget in future years. The likelihood is that the precept will rise in the future and this will be communicated to residents via the newsletter.

## **203/22 Property and Maintenance Committee Report**

The draft minutes of the Property and Maintenance Committee meeting held on 6<sup>th</sup> December were received and noted.

## **204/22 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.

**Resolved:** That a working group meeting would be held in the Hub on 26 January at 6.30pm. That members of totally Locally would be invited to the meeting

## **205/22 Traffic Issues**

The Clerk and Cllr Coates provided an update from their recent site meeting with Simon D'Vali, Principal

Highways Engineer. The Clerk's written report was circulated before the meeting and was noted for information. After discussion it was

**Resolved(1):** That the Clerk requests detailed costs for Gateway Treatment schemes for Bolton Road, Main Street and Silsden Road.

**Resolved(2):** That the Clerk requests detailed costs for an information board (SID) for Main Street

**Resolved(3):** That the Clerk requests an update from Darren Baddock regarding the declassification of Bolton Road and the trial one way scheme.

**Resolved(4):** That the Clerk makes the necessary arrangements for the SPC coordinator to visit the village and review the crossing points for children and families who live on Big Meadow Drive.

**Resolved(5):** That Council consults with the public during February, using the Spring 2023 Newsletter and a Hub display which provided full details and enables residents to comment constructively.

### **206/22 Civic Society Noticeboard**

A proposal from the Civic Society to position a noticeboard on the side of the Hub building was considered. After discussion it was

**Resolved:** That subject to planning the proposed noticeboard be approved. That the Civic Society meet all installation costs and ongoing maintenance costs. That the Clerk be instructed to liaise with BMDC planning dept and take advice on planning; making an application if necessary.

### **207/22 Car Parking on Main Street**

Council considered expressing an interest in applying for a CAT of the small car park on Main Street. After discussion, the Clerk was asked to gather more information from the car park team on the current signage and rules.

### **208/22 Representation on Other Organisations**

**Resolved:** That Barbara Haigh be appointed to serve as a trustee of the Addingham United Charities board until May 2025.

*[Note: Under the Charity's Constitution, the Council's nominated representatives may be but need not be members of the Council]*

### **209/22 Chairman's Remarks and Members' Discussion Forum**

The Chairman gave a vote of thanks to Jim Robinson for his 13 years of service to the community as Civic Society Chairman. Jim has been an enthusiastic and popular chairman, who will be missed by the Councillors and Parish Council staff.

The forthcoming edition of the village newsletter was discussed. It was agreed that Cllr Hindle and Cllr Smith would each contribute an article in addition to the usual submissions from the Chairman, Clerk and Administrator.

### **210/22 Dates and venue arrangements for forthcoming meetings**

The next ordinary meeting of the Council would be held on 18<sup>th</sup> January 2023 at 7pm at the Memorial Hall.

### **211/22 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 212/22 to 214/22 below) on the grounds that they relate to confidential contractual and staffing matters.

### **212/22 Staffing**

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 2022, were considered.

**Resolved(1):** That the schedule be approved and reflected in the budget approved during this meeting.

**Resolved(2):** That the pay progression for the Clerk, in line with her contract of employment be approved following the successful completion of the CiLCA qualification. A confirmation letter for the file was duly signed.

### **213/22 Contactor matters**

A draft procurement document for Lengthsman services was presented by the Clerk and discussed. The implications of advertising the role as an employed post were considered as an alternative to a self-employed contractor as a means of achieving best value for local taxpayers.

**Resolved:** That the Clerk publish the invitation to tender on Contract Finder in accordance with the Financial Regulations of the Council and the Public Contract Regulations 2015.

### **214/22 Parsons Lane**

The Clerk reported that she had not received a response to her recent correspondence sent via email to neighbours at Parson Lane, who reside on Turner Lane. After discussion it was

**Resolved(1):** That the Clerk seek advice from the Council solicitor regarding rights in respect of this boundary. That the Solicitor be asked to write to the neighbour to clarify their responsibility to rectify damage, subject to Parish Council Agreement.

**Resolved(2):** That the Clerk seek clarification of the rental sum charged to the previous occupier of the field and report back to Council at the next meeting.

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Chairman

Addingham Parish Council - Budget Statement 2023/24 Approved by Council in December 2023 ( min ref 203/22)

2021/22	2022/23	2022/23	2023/24
<u>Outturn £</u>	<u>Budget £</u>	<u>Actual/Predicted £</u>	<u>Budget £</u>
98,800.00	100,255	100,255	99,749
0.00	0	0	0
17,957.80	0	7,500	0
7,088.12	6,000	8,478	6,000
5,423.03	6,000	6,000	6,000
1,617.00	1,500	1,500	1,500
3,290.62	300	3,700	3,500
23,717.70	0	20,219	0
0.00	0	0	0
0.00	0	0	0
<b>157,894</b>	<b>114,055</b>	<b>147,652</b>	<b>116,749</b>
<u>Payments</u>			
1,528.83	2,000	2,000	2,500
47,421.86	50,000	52,000	59,000
1,438.93	1,550	1,550	1,900
809.00	1,500	1,100	1,200
754.00	1,000	700	1,000
6,732.92	10,000	5,000	5,000
0	15,000	0	0
3,936.50	3,800	4,150	4,500
13,598.03	8,000	16,000	10,000
		4,000	5,000
5,341.00	6,000	6,000	6,500
2,386.26	3,000	4,000	4,000
1,407.12	2,500	2,500	2,500
1,275.20	25,000	0	5,000
		200	1,000
4,708.00	3,000	3,500	5,000
1,260.00	1,000	200	1,000
1,529.60	6,000	1,500	1,500
0	500	500	500
9,391.33	8,000	17,940	11,500
	5,000	3,000	3,000
0	0	0	0
2,540.00	5,000	5,000	10,000
220.00	450	450	500
323.10	5	5	5
11,597	0	0	
0	7,000	0	5,000
0	2,500	2,500	2,500
		Environmental/Climate/Sustainability capital exp	5,000
0	6,500	1,000	0
	9,000	9,000	0
		Cap Expenditure Sugar Hill Toilet refurb	30,000
	5,000	3,000	0
<b>118,198</b>	<b>188,305</b>	<b>146,795</b>	<b>184,605</b>
<b>Reserves and surpluses:</b>			
		<u>Estimated balance carried forward at 31/03/23</u>	<b>135,250</b>
		Less general reserves	35,000
		Less E/R MUGA	10,000

Less E/R Defib @Low Mill	3,000
Less E/R War Memorial Phase 3	10,000
Less E/R Traffic Calming/Road safety	10,000
	68,000