

# **ADDINGHAM PARISH COUNCIL**

## **MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL ON Wednesday 17<sup>th</sup> May 2023 AT 7:00PM**

### **Present**

Cllrs: Brady, Hindle, Flesher, Tennant, Sutcliffe, Coates, Smith, Naylor, Wilcox, Walsh and Copley

### **Absent**

None

### **In Attendance**

Parish Clerk: S Lloyd

Public: 3

Village Lengthsman

### **78/23 Election of Chairman**

**Resolved:** (Proposed by Cllr Coates; seconded by Cllr Brady) 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.

### **79/23 Election of Vice-Chairman**

**Resolved:** (proposed by Cllr Tennant; seconded by Cllr Hindle): 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.

### **80/23 Declaration of Acceptance of Office**

Confirmation was received from the Clerk of declarations received in accordance with section 83(4) of the 1972 LGA from all members.

### **81/23 Apologies for Absence**

None

### **82/23 Register of Interests**

All Members were reminded to complete and file a Register entry with the Monitoring Officer within 28 days of taking office.

### **83/23 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:**

Cllr Flesher and Cllr Brady– Item 15, financial matters. Invoice for payment

Cllr Walsh – Item 17, planning. Application for property owned by Cllr Walsh

#### **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).

Cllrs Tennant, Brady, Wilcox, Coates, Sutcliffe and Flesher requested a dispensation, allowing them to participate in all discussions and decisions regarding the Coronation Gala and future Gala events in full council meeting or committee. They are all committee members.

Cllr Sutcliffe requested a dispensation, allowing him to participate in all discussions and decisions regarding Addingham Cricket Club in full Council meeting or committee. He is club treasurer.

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

### **84/23 Public Consultation and Question Time, including Police Matters**

The Police were not present at the meeting.

A member of the public present at the meeting was invited by the chairman to speak during agenda item 20.

### **85/23 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 19<sup>th</sup> April 2023, 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.

### **86/23 Consultations, Correspondence and Discussion forum**

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

### **87/23 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 Coates, Tennant, Sutcliffe, Walsh 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. It was further resolved that Cllr Sutcliffe would undertake checks on the internal control measures periodically, with the Clerk.

**Resolved (2):** That the Property and Maintenance Committee be appointed until the date of the next annual meeting with revised terms of reference as published on the website, that Cllrs Hindle, Tennant, Flesher, Brady, Coates, Smith 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 revised terms of reference as published on the website, that Cllrs Wilcox, Tennant, Walsh and Cobley be appointed as members of that committee.

**Resolved (4):** That additional ad hoc working groups of the Council be appointed to investigate and take forward specific projects from time to time, on an informal basis, with members being appointed to them as follows.

### **88/23 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

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 Naylor

Local Council Liaison Group: Cllr Naylor

Friends of Wharfedale Greenway: Cllr Walsh

### **89/23 General Power of Competence**

Following the local elections held on 4 May, it was noted that the Council continued to meet the eligibility criteria for the purpose of s.8(2) of the Localism Act 2011.

**Resolved:** That the Council meets the conditions for eligibility for the purposes of s.8(2) of the Localism Act 2011, in that the number of members declared to be elected is greater than two-thirds of the total number of members and that the Clerk holds the Certificate in Local Council Administration, and that accordingly, the General Power of Competence be re-adopted with immediate effect.

### **90/23 Meeting Schedule 2023/24**

The proposed timetable of meeting dates in 2023/24 was confirmed.

### **91/23 Internal Auditor**

**Resolved:** That Mr A Bosmans, be and he is hereby re-appointed as Internal Auditor to the Council for the financial year 2023/24.

*Having declared an interest in the next agenda item, Cllr Flesher and Cllr Brady left the meeting.*

### **92/23 Financial Matters**

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

**Resolved(1):** That the presented list of accounts paid and invoices due for payment be approved. Including invoices that were presented during the meeting: £155.86 for Craven Stationery, £440.40 for Vault printing, £150 for Leeds Morris Men, £1088 for Tower mint and £105.50 for Michael Flesher for maintenance work.

That payments made by the Clerk for the Coronation event, paid in accordance with financial regulation 5.5 and the delegated authority approved for this purpose. (min ref 21/23 refers) be ratified.

Payee	Description	Gross amount £	VAT reclaimable £
Richard Hunter Rowe	Re-Imburse for event expenses	£1563.52	
Mark your Occasion	Event musician fees	£200	

That payments made by the Clerk in accordance with financial regulation 5.5 be ratified.

Payee	Description	Gross Amount £	Vat Reclaimable £
Aire Valley Forge	Iron Works at War Memorial	£15,726	£2,621
Chris Swales	Stone Mason works	£600	

*Cllr Flesher and Cllr Brady re-joined the meeting.*

## 2. Expenditure Proposals

**Resolved(1):** That a decision made by the Clerk in consultation with the Chairman to instruct a contractor to erect a short line of fencing to deter pedestrians and cyclists from using the Pétanque Court as a cut through from Main Street to the park be ratified. That expenditure of £68 be approved for this purpose (Fin Reg 4.5 refers)

**Resolved(2):** That a decision made by the Clerk in consultation with the Chairman instruct a contractor to repair an area in the Memorial Park that has become dangerous following vandalism be ratified. That expenditure of £37.50 be approved for this purpose. (Fin Reg 4.5 refers)

**Resolved(3):** That a decision made by the Clerk in consultation with the Chairman to instruct a contractor to repair the football pitch after event damage had rendered it dangerous be ratified. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)

**Resolved(4):** That the Clerk be authorised to make arrangements with TAC for the purchase of two Christmas duck lamppost motifs from Luma Lite. That expenditure of £1620 (plus delivery and vat) be approved for this purpose.

## 3. Bank Reconciliations – to end 5<sup>th</sup> May 2023

The reconciliation was received and noted.

## 4. Barclays Bank Mandate

**Resolved(1):** That Cllr Simon Tennant and Cllr Catherine Coates be reconfirmed as signatories on the Barclays bank account. It was further resolved that Cllr Dawn Brady would be added to the bank mandate as an authorised signatory.

**Resolved(2):** That the approval of payments via BACS transfer be reapproved in accordance with fin reg 6.9.

## 5. Payroll Services 2023/24

**Resolved(1):** That the Service Level Agreement for Payroll Services be renewed, that the Chairman and Clerk be appointed as authorised signatories for the purpose of administering payroll and pension services on behalf of the Council, and that the signatory form be updated and signed accordingly.

**Resolved(2):** That expenditure of £390 be approved for this purpose and that the Clerk be authorised to pay the invoice, when received, which is due for payment before the next Council meeting.

## 93/23 Annual Governance & Accountability Return and Account 2022/23

The Financial Accounts 2022/23, 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 2022-23 be approved for signature by the Chairman and Clerk.

**Resolved (2):** That the Accounting Statement in the AGAR 2022/23, as signed by the Responsible Financial Officer, be approved for signature by the Chairman.

*Having declared an interest in the next agenda item, Cllr Walsh left the meeting.*

## 94/23 Planning Applications

Planning Applications were considered as follows:

23/00599/HOU	156 High House Main Street	Partial demolition of and new single storey extension to existing extension and solar panels on garage roof.
23/01119/LBC	1 Hudsons Yard, Main Street	LBC for construction of a Solid oak porch with a flat lead roof and an oak door, previously approved
23/01355/LBC	3 Old Lane	Replacement of existing windows with hardwood painted windows and painted timber front door
23/01159/FUL	The Fleece, Main street	Retrospective application from the Fleece for the installation of canopy over seating area.
23/01160/LBC	The Fleece, Main street	As above for LBC

**Resolved(1):** That a comment be sent to the planning authority in response to application 23/00599/HOU to the effect that the planning officer is reminded of the Neighbourhood Plan, approved by referendum in 2019 and urge them to carefully balance the needs of environmental home improvements (solar panels) within the constraints of the conservation area. The views and vistas within Addingham village should be retained. Development affecting these views and vistas should be designed in such a way so as not to have a significant adverse impact on their visual quality and amenity.

**Resolved(2):** That a comment be sent to the planning authority in response to application 23/01159/FUL and 23/01160/LBC to the effect that the planning officer is reminded of the Neighbourhood Plan, approved by referendum in 2019 and urge them to give due consideration the constraints of the conservation area. "Where possible, the repair, restoration or conversion of vernacular buildings should have due regard to their historic interest and their existing scale and character and should utilise materials which are sympathetic to the existing buildings. Developments affecting these views and vistas should be designed in such a way so as not to have a significant adverse impact on their visual quality and amenity.

There were no comments on the other applications.

*Cllr Walsh re-joined the meeting.*

### **95/23 Coronation Celebrations**

The Coronation event was a huge success and on behalf of the Parish Council, Cllr Tennant thanked the event working group for a job well done. The Clerks report on the event will follow in June.

### **96/23 Climate Action Addingham**

**Resolved:** That the Clerk be authorised to make arrangements with Gary Copping to reimburse him for the website hosting fees associated with the creation of the new site.

### **97/23 Heritage Archive Project**

At the invitation of the Chairman, a member of the public was invited to address the council. There are a significant number of transcribed and digitised records ready to be publicised.

**Resolved:** Cllrs Wilcox and Naylor will meet to create a short term plan for the sharing of the records with the public via the web site.

### **98/23 Chairman's Remarks and Members' Discussion Forum**

The Chairman gave thanks to former Cllr Tony Brady and Cllr Alan Jerome for their dedicated service as Parish Councillors over the years, both having stepped down in May.

### **99/23 Land at Parsons Lane**

Detailed plans were unavailable, and the Clerk was asked to chase the owners of the neighbouring property.

### **100/23 Dates and venue arrangements for forthcoming meetings**

meeting of the Parish Council – 21<sup>st</sup> June 2023 at 7pm, Memorial Hall, Addingham.

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Chairman