

# ADDINGHAM PARISH COUNCIL

## MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL ON Wednesday 21<sup>st</sup> June 2023 AT 7:00PM

### **Present**

Cllrs: Hindle, Flesher, Tennant, Brady, Walsh, Cobley, Naylor, Wilcox and Smith

### **Absent**

Cllr Sutcliffe and Coates

### **In Attendance**

Parish Clerk: S Lloyd

Public: 5

Village Lengthsman

### **106/23 Apologies for Absence**

Cllr Sutcliffe and Coates. Reasons for absence consented.

### **107/23 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:**

Cllrs Tennant, Brady, Wilcox and Flesher – item 13 Coronation event. Gala committee members. Dispensation held by all members.

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

Cllr Hindle– Item 7, financial matters. Invoice for payment

Cllr Cobley – Item 17, Land at Dawson Crossley Field, and car park. Home address opposite land.

### **108/23 Public Consultation and Question Time, including Police Matters**

The Police were not present at the meeting.

Members of the public present at the meeting, representing Addingham Football Club, were invited by the chairman to speak during agenda item 12.

### **109/23 Minutes**

**Resolved(1):** That the Minutes of the Meeting held on 17<sup>th</sup> May 2023 and 23<sup>rd</sup> May 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.

### **110/23 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.

### **111/23 Policies and Procedures of the Council**

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

**Resolved (2):** That amendments to Financial Regulations be approved, that these be published on the website.

**Resolved (3):** The Council's existing risk management schedule as copied to members from time to time, and available on the website, was reviewed and confirmed.

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

### **112/23 Financial Matters**

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

**Resolved(1):** That the presented list of accounts paid and invoices due for payment, be approved. Including three invoices presented at the meeting: £21.82 for H&J Adams for sundry hardware items, £168.64 for PPS for Cleaning supplies, and £55.50 for Addingham Newsagents for newspapers and publications for the Hub.

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

Payee	Description	Gross Amount £	Vat Reclaimable £
Richard Mulligan	Lengthsman Duties to 18 June	£1500	
Richard Mulligan	Grass Cutting work	£70	

Scottish Water	Sugar Hill (disputed bill/Water leak)	£200	
R Petty	Emergency Plumber at Sugar Hill	£180	£30
Regent Management Ltd	Low Mill electrical work for defib.	£360	
J Schofield	Reimburse volunteer for paint	£71.67	
Walker Foster	Legal fees and disbursements	702.40	125.40
Olicana Cleaning	Window cleaning at hub	£15	
Phillip Dolphin	All repairs at Silsden Road	£645	
Nepal Systems Ltd	CAA website domain purchase	£109	
N Power	Electric at Sugar Hill	£33.01	£1.57
Scottish Water	Water at Sugar Hill 26 April - 15 May	£143.33	

*Cllr Hindle re-joined the meeting.*

**Resolved(1):** That a decision made by the Clerk in consultation with the Chairman to instruct a contractor to prune and cut back foliage on the Silsden Road allotment site to clear the path way between plots 23 and 24 be ratified. That the Clerk be authorised to incur necessary expenditure for this purpose (Fin Reg 4.5 refers)

**Resolved(2):** That a decision made by the Clerk in consultation with the Chairman to instruct a contractor to reset the toilet pan at the one remaining operational toilet at Sugar Hill be ratified. That expenditure of £15 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 Phillip Dolphin to repair a section of drystone wall along Silsden Road following vehicle collision damage be ratified. That expenditure of £645 be approved for this purpose (Fin Reg 4.5 refers)

**Resolved(4):** That the grant application from Addingham Garden friends of £600 be approved.

**Resolved(5):** That the Clerk be authorised to make arrangements with BT for the provision of internet and telephone services at the Hub. That expenditure be approved for this purpose as an ongoing expenditure item.

**Resolved(6):** That the Clerk makes necessary arrangements with Aquatrust for the water risk assessments of Council owned buildings. That expenditure of £660 be approved for this purpose.

## 2. Bank Reconciliations – to end 9<sup>th</sup> June 2023

The reconciliation was received and noted.

### **113/23 Property and Maintenance Committee Report**

The draft minutes of the Property and Maintenance Committee meeting held on 13<sup>th</sup> June were received and noted.

### **114/23 Finance Committee**

The draft minutes of the Finance Committee meeting held on 13<sup>th</sup> June were received and noted.

**Resolved(1):** To approve the virement from general contingency to a general earmarked reserve for of £35,000. That the revised budget be published accordingly.

**Resolved(2):** To approve the virement from general contingency to a MUGA earmarked reserve of £10,000. That the revised budget be published accordingly.

**Resolved(3):** To approve the virement from general contingency to a Road safety/traffic calming earmarked reserve of £10,000. That the revised budget be published accordingly.

**Resolved(4):** To approve the virement from general contingency to a Sugar Hill refurb contingency earmarked reserve of £31,900. That the revised budget be published accordingly.

### **115/23 Climate Action Addingham**

**Resolved:** That a scheme be approved to provide residents with water butts, kitchen caddies and compost bins. That the Clerk prepare advertising material for promotion of the scheme on social media and in the village newsletter. That expenditure of £2500 be approved for this purpose.

### **116/23 Planning Applications**

Planning Applications were considered as follows:

23/01551/HOU and 23/01552/LBC	99 Main Street	Construction of Sun Room
23/01857/HOU	7 Moor Park Drive	Building up of existing rear extension with new pitched roof

**Resolved(1):** That a comment be sent to the planning authority in response to application 23/01551/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 home improvements 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. It was noted that the design and access statement contained a development sketch showing vertical glazing bars, yet the proposed elevation drawings show small pane fenestration detail. It is the opinion of the Parish council that the vertical glazing bars are the more appropriate of the two designs.

There were no comments on the other application.

### **117/23 Addingham Football Club**

At the invitation of the Chairman, a member of the public was invited to address Council with a proposal for pitch improvements at Stockinger Lane. After discussion and questions, it was

**Resolved:** That the Parish Council provide full support to Addingham Football Club in order for them to apply for an FA grant for pitch improvements. That the proper officer be authorised to sign the grant application on behalf of the Parish Council in its capacity as landlord.

The chairman thanked the team members for the detailed and thorough notes which accompanied the proposal. The Clerk was asked to add the condition of the French drain to the next agenda for the Property and Maintenance Committee to consider.

### **118/23 Coronation Event**

The Clerks report on the event was received and noted. After discussion, it was

**Resolved:** That the grant application from Addingham Gala committee of £7539 be approved.

### **119/23 Approved local contractor and supplier list**

**Resolved:** That, pursuant to Financial Regulation 4.1, the Clerk, in conjunction with the Chairman of the Council be authorised to commission minor maintenance works, up to £1000 in value, using any of the local contractors as listed on the schedule presented to the meeting, subject to the availability of funds in the Council's relevant maintenance budgets.

### **120/23 Heritage Archive Project**

Cllr Naylor has identified a possible provider for the platform to host archive material held by Addingham Parish Council. This product is aimed at public sector bodies and the organisation already has a working relationship with the Heritage Lottery Fund, who may fund the next stages of the Council's project.

### **121/23 Land at Big Meadow Drive**

The Clerks report on encroachment issues on land behind Browsfield Road was received and noted. As the land is privately owned, the Parish Council has no power to intervene and the matter has closed.

### **122/23 Land at Dawson Crossley Field and car park**

Correspondence from the Addingham United charities was received to the effect that the land at Dawson Crossley field and car park is no longer available for rent to the Parish Council. The Clerk was asked to update records accordingly.

### **123/23 Traffic Consultation**

The Clerks verbal report on the consultation feedback was received and noted. There is a power point slideshow at the Hub to update residents on the initial outcomes. The Council is grateful to all who participated and shared their views.

### **124/23 Chairman's Remarks and Members' Discussion Forum**

The Chairmas thanked all volunteers and organisations who have contributed to village events over the coronation weekend.

### **125/23 Dates and venue arrangements for forthcoming meetings**

Meeting of the Parish Council – 19<sup>th</sup> July 2023 at 7pm, Memorial Hall, Addingham.

### **126/23 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 (minute 127/23 below) on the grounds that they are confidential.

### **127/23 Correspondence received**

The Clerks confidential report was received and noted. After discussion it was

**Resolved(1):** That the correspondence be confirmed as vexatious.

**Resolved(2):** That the Clerk be instructed to respond to the complainant detailing the sanctions agreed.

