

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE MEMORIAL HALL ON Wednesday 18th October 2023 AT 7:00PM

Present

Cllrs: Hindle, Brady, Walsh, Coates, Cobley, Sutcliffe, Flesher and Wilcox

Absent

Cllrs Naylor, Smith and Tennant

In Attendance

Parish Clerk: S Lloyd

Public: 2

District Cllr Janet Russell

District Cllr Caroline Whitaker

Sgt Luke Reed

PC Paul Beck

165/23 Apologies for Absence

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

166/23 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 Hindle– Item 6, financial matters. Invoice for payment

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

Cllr Walsh – item 12, planning.

Cllr Coates – item 12, planning.

167/23 Public Consultation and Question Time, including Police Matters

The Police provided a verbal report relating to September crime figures which was received and noted. PC Beck encouraged councillors and residents to communicate with him via email if they have concerns relating to ASB or speeding.

168/23 Minutes

Resolved(1): That the Minutes of the Meetings held on 20th September 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.

169/23 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.

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

170/23 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: £792 Aquatrust; £20.60 Craven Stationery; £214 Michael Flesher.

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

Payee	Description	Gross Amount £	Vat Reclaimable £
MW Locksmiths	Callout and parts to secure Pavilion following a breakin	£150	nil

2. Expenditure Proposals

Resolved(1): That a decision made by the Clerk in consultation with the Chairman to instruct a locksmith to make an emergency visit to the Pavilion to secure the building following an attempted break in be ratified. That expenditure of £150 be approved 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

repair a door opening at the Pavilion to secure the storeroom following an attempted break in be ratified. That expenditure of £12 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 appoint a contractor to replace a fire extinguisher that was deliberately damaged during an attempted break in at the Pavilion storeroom be ratified. That expenditure be approved for this purpose (Fin Reg 4.5 refers)

Cllr Hindle and Cllr Flesher re-joined the meeting

3. Bank Reconciliations – to end 9th October 2023

The reconciliation was received and noted.

4. Monitoring Statement to 30 September 2023

The monitoring statement was received and noted.

171/23 Finance Committee Report

The draft minutes of the Finance Committee meeting held on 10th October were received and noted.

172/23 Property and Maintenance Committee Report

The draft minutes of the Property and Maintenance Committee meeting held on 10th October were received and noted.

173/23 Sugar Hill Toilet renovation project

The draft contract specification was received and noted together with a quote from Roost Architects for professional fees associated with the appointment of a contractor.

Resolved(1): That the Clerk be instructed to publish the invitation to tender.

Resolved(2): That the Clerk make arrangements for Roost Architects to support the process by selecting interested contractors, tendering the building work, contractor interviews, tender appraisals, and contract setup; resulting in a signed contract between the Parish Council and a contractor. That £750 plus VAT be approved for this purpose.

174/23 Policies of the Council

Draft policies were received and considered. Cllr Sutcliffe suggested some minor modifications to the Pension policy, which were incorporated by the Clerk.

Resolved(1): That the Pension policy be adopted.

Resolved(2): That the Biodiversity policy be adopted.

175/23 Addingham Public Car Parks

Correspondence from BMDC regarding their intention to dispose of car parks on Main Street and Bolton Road was received. The Parish Council views these car parks as fundamentally important from an economic and social perspective as they support local businesses by providing free parking. The two car parks are the only spaces within the village for residents and visitors to park and retaining these is a priority. After a lengthy discussion it was

Resolved: That the Clerk be instructed to express an interest in both car park sites. That the Clerk works with Cllrs Walsh and Naylor to draft a social statement for BMDC to consider.

176/23 Planning Applications

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

Planning Applications were considered as follows:

23/03594/PNH	30 Moor Park Drive	Single storey rear extension
23/03429/VOC	Craven Heifer	Variation of condition 2 (plans) of planning application ref: 22/05117/FUL
23/03752/HOU	156 High House Main Street	remove existing extension to the rear and construct replacement contemporary-style, single-storey extension

There were no comments on the applications.

Cllr Walsh and Cllr Coates re-joined the meeting

177/23 Village Events

A quotation for the professional management of the Road Closure necessary on 25th November for the light switch on event was received.

Resolved(1): That the Clerk be authorised to make arrangements with Viking Traffic Management for the closure of the road for the Christmas light switch on Saturday 25th November 2023. That expenditure of £1475 plus VAT be approved for this purpose.

Resolved(2): That the Clerk confirms arrangements with the Addingham Singers for a performance of carols.

178/23 Nature Reserve

Cllr Flesher gave a verbal report following the inspection of the fencing which was noted.

Resolved: That a scheme of delegation to the Clerk be approved to incur expenditure necessary to replace the replace the fencing along the southern boundary of the Nature Reserve.

179/23 Annual Governance and Accountability Return 2022/23

The Notice of Conclusion of Audit was received. It was noted that there were no matters to raise with the Council, following the annual audit of the Council's financial records and procedures; that the records and systems of internal control were adequate and effective; and that accounting information shown in the AGAR had been correctly stated.

180/23 Closure of Addingham Post Office

The Clerk shared correspondence from the Post Office which confirmed that they will be advertising the opportunity in the near future and would seek an existing retailer with suitable premises to apply.

The Clerk was asked to respond and reiterate the request for a mobile Post Office unit to visit Addingham at least weekly.

181/23 Chairman's Remarks and Members' Discussion Forum

Cllr Coates gave a reminder of the Clarke Foley distribution of vouchers date - 14th November at the Memorial Hall.

Councillors discussed the youth offer and the possibility of regular attendance at the Ward meetings. Cllr Russell agreed to share the next meeting date and members would check availability on a meeting by meeting basis.

182/23 Dates and venue arrangements for forthcoming meetings

Meeting of the Parish Council – 15th November 2023 at 7pm, Memorial Hall, Addingham.

Chairman