

ADDINGHAM PARISH COUNCIL

MINUTES OF A MEETING OF THE COUNCIL HELD AT THE OLD SCHOOL ROOM ON Wednesday 21st May 2025 AT 7:00PM

Present

Cllrs: Brady, Coates, Cobley, Hastings, Naylor, Smith, Sutcliffe, Tennant, Walsh and Wilcox

Absent

Cllr Flesher

In Attendance

Parish Clerk: L Steer

Financial Officer: S Lloyd

Public: 7

District Cllr Neil Whitaker & Cllr Janet Russell

PC Beck & Sgt Simpson

72/25 Election of Chair

Resolved: (Proposed by Cllr Coates; seconded by Cllr Sutcliffe): That Cllr Tennant be and he is hereby elected as Chair of the Council with immediate effect to serve until the date of the next annual meeting. The Chair's Declaration of Acceptance of Office was signed and received.

73/25 Election of Vice-Chair

Resolved: (proposed by Cllr Coates; seconded by Cllr Brady): That Cllr Sutcliffe be and he is hereby elected as Vice-Chair of the Council with immediate effect to serve until the date of the next annual meeting.

74/25 Apologies for Absence

Apologies received from Cllr Flesher. Reasons for absence consented.

75/25 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: Chair – Allotments and Gala, Cllrs Brady, Coates, Flesher, Hastings, Sutcliffe & Tennant – Gala & Beer Festival.

Disclosable Pecuniary Interests:

76/25 Public Consultation and Question Time, including Police Matters

The Police provided a verbal report relating to April crime figures which was received and noted. Richard Hunter-Rowe gave a verbal update on the Gala arrangements.

Chair proposed that a future agenda item, to consider public liability insurance cover for the Gala.

77/25 Minutes

Resolved(1): That the Minutes of the Meeting held on 16th April 2025 have been taken as read, be approved and signed as a true and correct record by the Chair.

Resolved(2): That the Clerk's written report on Matters Arising be taken as read and noted.

78/25 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.

79/25 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 revised terms of reference published on the website. That Cllrs Coates, Smith, Sutcliffe and Tennant be appointed as members of the Committee, from amongst whom the chair and vice chair of the group be appointed by members of the group as detailed in the terms of reference.

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 Brady, Coates, Flesher, Hastings, Smith, Tennant and Wilcox be appointed as members of the Committee, from amongst whom the chair and vice chair 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 working group.

80/25 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 Cobley, Walsh and Wilcox

Addingham Community Library: Cllrs Coates and Naylor

Climate Action Addingham: Cllrs Cobley, Cllr Walsh, Cllr Wilcox and Cllr Tennant

Yorkshire Local Council Association: Cllr Tennant and Cllr Naylor

Local Council Liaison Group: Cllr Tennant and Cllr Naylor

Friends of Wharfedale Greenway: Cllr Walsh, Wilcox and Cllr Cobley

81/25 Meeting Schedule 2025/26

Resolved: The proposed timetable of meeting dates in 2025/26 was confirmed.

82/25 Internal Auditor

Resolved: That Mr A Bosmans, be and he is hereby re-appointed as Internal Auditor to the Council for the financial year 2025/26.

83/25 Financial Matters

1. Invoices for payment

Resolved(1): That the presented list of accounts paid and invoices due for payment be approved including a payment of £20 presented at the meeting for the reimbursement of the Clerk for a £20 gift voucher, purchased as a thank you gift for a volunteer.

2. Expenditure Proposals

Resolved(1): That a decision made by the Clerk in consultation with the Chair to instruct a drain survey at Sugar Hill toilet be ratified. That expenditure of £330 be approved for this purpose. (Fin Reg 4.5 refers).

3. Bank Reconciliations – to end 12th May 2025

The reconciliation was received and noted.

4. Barclays Bank Mandate

Resolved(1): That Cllr Simon Tennant, Cllr Dawn Brady, Cllr Catherine Coates and the RFO be reconfirmed as signatories on the Barclays bank account and the Clerk added.

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

5. Redwood Bank Account

Resolved: That the recommendation of the Responsible Financial Officer to transfer £80,000 to our Redwood Saving Account be approved.

84/25 Annual Governance & Accountability Return and Account 2024/25

The Financial Accounts 2024/25, 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 2024-25 be approved for signature by the Chair and Clerk.

Resolved (2): That the Accounting Statement in the AGAR 2024/25, as signed by the Responsible Financial

Officer, be approved for signature by the Chair.

85/25 Planning Applications

Planning Applications were considered as follows:

25/00713/HOU	26 Bark Lane Addingham West Yorkshire LS29 0RB	Proposal: 1.65 metre high fencing to front boundary; 1.91 metre high fencing to Northwest side boundary; and garden alterations to provide level paths (retrospective)
25/01200/VOC	28 Main Street Addingham West Yorkshire LS29 0PL	Variation of Condition 2 (approved plans) and Condition 3 (materials) of permissions 24/04198/HOU: Two storey side extension and associated internal modifications
25/01018/FUL	Oak Tree Farm Parsons Lane Addingham West Yorkshire LS29 0FA	Roof over existing cattle handling yard. Proposed manure store building. Yard concreting and 10,000L rainwater harvesting storage tank to rear of existing cattle building
25/01446/HOU	10 Sycamore Drive Addingham West Yorkshire LS29 0NY	Demolition of existing attached garage and construction of single storey side and rear extension.
25/01313/FUL	The Lord Addingham PH 51 Main Street Addingham West Yorkshire	Conversion and change of use of existing garage to Fish and Chip Shop. Associated shopfront to replace existing garage doors, signage and external lighting.

There were no comments on the planning applications.

86/25 Policies and Procedures of the Council

The following policies were considered for review and re-approval:

Resolved(1): That the Financial Committee Terms of Reference be reconfirmed without change

Resolved(2): That the Property and Maintenance Terms of Reference be reconfirmed without change

Resolved(3): That the Code of Conduct Policy be reconfirmed without change

Resolved(4): That the Model Standing Orders Policy be reconfirmed without change

Resolved(5): That the proposed amendments to the Model Financial Regulations Policy be approved

Resolved(6): That the Complaints Policy/Procedure be reconfirmed without change

Resolved (7): That the Safeguarding Policy be reconfirmed without change

Resolved (8): That the Financial Risk Management Assessment be reconfirmed without change

Resolved (9): That the Operational Risk Management Assessment be reconfirmed without change

Resolved (10): That the Compliance Risk Management Assessment be reconfirmed without change

Resolved (11): That the Strategic Risk Management Assessment be reconfirmed without change

Resolved (12): That the Internal Controls Checklist be reconfirmed without change

87/25 Wharfedale Greenway

A verbal report from Cllr Cobley was received and noted.

88/25 Chair's Remarks and Members' Discussion Forum

The Chair requested that a review for the Neighbourhood Plan be added to June Agenda.

89/25 Dates and venue arrangements for forthcoming meetings

The next meeting of the Parish Council will be held on 18th June 2025 at 7pm, Old School Room (Hub), Addingham.

Meeting closed 20:09pm

Chairman