



## ILKLEY PARISH COUNCIL

### MINUTES OF THE ORDINARY MEETING OF ILKLEY PARISH COUNCIL HELD IN THE COUNCIL CHAMBER OF ILKLEY TOWN HALL ON MONDAY 12<sup>TH</sup> JUNE 2017 AT 7:30PM

**Those present:**

**Chairman:** Councillor S Butler

**Vice Chairman:** Councillor M Gibbons

**Councillors:** Councillor K Butler, Councillor S Cuthbertson, Councillor S MacPherson, Councillor B Mann, Councillor M Ridgway, Councillor M Stidworthy.

**Officer:** Mrs Clare Smith

**Also Present:** Sir Rodney Brooke (Manor House), PC Samantha Buckley (Ward Officer, West Yorkshire Police), Mr John Cockshott (Manor House), Mrs Susan Gledhill (Ward Officer, Bradford MDC), Mr Stuart Hyde (Ilkley Business Improvement District), Mrs Helen Kidman (Ilkley Civic Society), Mrs Sylvia Mann (Manor House), Mr Peter Mate (Manor House) and Mrs Shirley Wood (Ilkley Harriers AC).

**1718/021** **ITEM 1 - Chairman's Remarks and Events Attended**

The Chairman congratulated Councillor Murison on the birth of his daughter. Councillor Butler made reference to the recent general election result and that the Keighley Constituency now had a new MP, Mr John Grogan. Mr Grogan will be invited to attend a Council meeting in the near future.

Councillor Butler reported that he had attended a concert by Cantores Olicanae, a Dementia Friendly event at the Clarke Foley Centre, the Ilkley Flower Show coffee morning also at the Clarke Foley Centre and the Friends of the Manor House AGM. All of the events attended had been very enjoyable. Councillor Butler also attended a ceremony to commemorate the centenary of Mr Thomas Harold Maufe VC receiving the Victoria Cross.

**1718/022** **ITEM 2 - Apologies for Absence**

Apologies were received from:

Councillor Murison (paternity leave), Councillor J Rickard (business), Councillor Souter (prior engagement), Councillor Sugden (business) and Councillor Walbank (unforeseen circumstances).

**RESOLVED** that the reasons for the absences of the above Councillors be approved.

*(Unanimous)*

Apologies from District Councillor Hawkesworth were also noted.

**1718/023** **ITEM 3 - Disclosures of Interest**

**3.1** Councillor S Butler declared an interest in Item 9.1 as he is a recipient of a payment.

**3.2** Councillor S Butler declared an interest in Item 12 as he is a member of the Business Forum.

ILKLEY PARISH COUNCIL

3.3 Councillor K Butler declared an interest in Item 9.1 as her spouse is a recipient of a payment.

1718/024

**ITEM 4 - Dispensations**

There were no dispensation requests from Members received by the Clerk in respect of this meeting.

1718/025

**ITEM 5 – Public Participation**

Proposed by Councillor S Cuthbertson

Seconded by Councillor J Rickard

**RESOLVED** to adjourn the meeting in order to receive reports from invited guests and in order that public be permitted to make representations, answer questions and give evidence in respect of any items of business included in the Agenda or ask questions on any other matter of relevance to the Parish. *(Unanimous)*

**Police Report – PC Samantha Buckley**

	<u>May</u>	<u>April</u>
Burglary Dwelling	0	2
Robbery	0	0
Burglary Other	2	3
Theft of Vehicle	2	0
Theft from Vehicle	5	12
Cycle Theft	0	2
Theft from Shop	5	7
Criminal Damage	7	7
Assault	2	5
Anti-Social Behaviour Calls	17	38
Drink Driving	0	0
Fixed Penalties Issued	28	12

It was also reported that there has been some vandalism to the Jubilee Lights and to the flagpole at Darwin Gardens. The Clerk made the Police aware of this and PC Buckley confirmed that the PCSO's will be aware of this during their patrols.

PC Buckley reported that she would be leaving her post as Ward Officer and taking up a new role which would primarily be based in Keighley. PC Buckley was thanked for her outstanding work and commitment.

**Area Co-ordinators Report – Mrs Susan Gledhill**

Susan Gledhill reported that resurfacing work had taken place in the town centre and had now been completed. The introduction of alternate week bin collections had meant that some residents have experienced some problems with their collections. The best way to report any problems with bin collections is by using the online system.

The car parking survey has now closed and has had a very good response of around 1400 online responses and approximately 180 face-to-face interviews.

**Mr Stuart Hyde, Ilkley Business Improvement District (BID) Committee Chairman – Re: Item 12**

Mr Hyde informed those present that Ilkley BID are asking the Parish Council for £5,000 of initial funding to assist with the application for a Business Improvement District to help the town. Mr Hyde had prepared a paper which was circulated to Members.

## ILKLEY PARISH COUNCIL

The funding requested would be used to help manage a survey which is required in order to start the BID process. The funding would also cover the cost of the survey analysis and to produce a formal proposal for the business community to vote on.

It was clarified to Members that all Ilkley BID committee members were volunteers and that no levy could be introduced without a successful ballot. At least 50% of local businesses must vote in the ballot and at least 50% of the rateable value of local businesses must be covered by those voting for the ballot to be successful. It is therefore likely, if successful, that the BID would generate c.£100,000 per annum.

### **Mrs Shirley Wood, Ilkley Harriers Athletics Club – Re: Item 8**

Mrs Wood introduced herself as the Coordinator of Ilkley Harriers AC Junior section. Ilkley Harriers are currently looking for funding of £245,000 to create an outdoor Compact Athletics Facility at Ben Rhydding Sports Club. They have approached the Awards and Projects Committee for £7,000 of this to fund a javelin throwing area within the planned Compact Athletics Facility. There are currently no athletics facilities in Ilkley or the wider Wharfedale area. The club has a membership of 345 all of whom are 8-18 years old and the majority of whom live in the LS29 area. At present the majority of Ilkley Harrier's Field training is carried out indoors at the Grammar School. With the introduction of the new facility the Club could increase its Field training provision from Age 8 – 14 to Age 5 – 18.

### **Sir Rodney Brooke, Chairman of Manor House Trust – Re: Item 13**

Sir Brooke explained that the Manor House will be transferred to the Manor House Trust from Bradford MDC next month. The Trust has been successful in a funding application to the Architectural Heritage Foundation and will make a much larger application to the Heritage Lottery Fund in due course. It is thought that this will be for an amount in the region of £800,000 and will take a long time due to the complexity of the application. In the meantime, it is hoped that revenue will be generated from the three cottages. The Manor House Trust have requested support from the Community Fund Committee in the form of £5,000 to help with initial start-up costs. The Trust has appointed a temporary member of staff to manage bookings and to promote the Manor House.

Mrs Sylvia Mann spoke of how vitally important the heritage of the Manor House building was to the town of Ilkley.

### **Helen Kidman, Chairman of Ilkley Civic Society**

Mrs Kidman reported that Ilkley Civic Society were hosting The Big Conservation Conversation exhibition at Christchurch on Friday 16<sup>th</sup> and Saturday 17<sup>th</sup> June. The exhibition celebrates fifty years of Conservation Areas.

1718/026

### **ITEM 6 - Minutes of the Previous Meeting**

6.1 Proposed by Councillor K Butler

Seconded by Councillor J Rickard

**RESOLVED** that the Minutes of the Ordinary Meeting of the Council held on 8<sup>th</sup> May 2017 be approved and signed by the Chairman as a correct record.

*(Unanimous)*

6.2 Proposed by Councillor M Gibbons

Seconded by Councillor S Cuthbertson

**RESOLVED** that the Minutes of the Annual Meeting of the Council held on 15<sup>th</sup> May 2017 be approved and signed by the Chairman as a correct record.

(Unanimous)

1718/027

**ITEM 7 – Minutes from Committees**

7.1 Proposed by Councillor S Cuthbertson

Seconded by Councillor L Packett

**RESOLVED** that the Minutes of the Plans Committee meeting held on 4<sup>th</sup> April 2017 be accepted. (Unanimous)

7.2 Proposed by Councillor M Ridgway

Seconded by Councillor S Cuthbertson

**RESOLVED** that the Minutes of the Awards & Projects Committee meeting held on 13<sup>th</sup> March 2017 be accepted. (Unanimous)

7.3 Proposed by Councillor B Mann

Seconded by Councillor L Packett

**RESOLVED** that the Minutes of the Community Fund Committee held on 22<sup>nd</sup> May 2017 be accepted. (Unanimous)

1718/028

**ITEM 8 – Recommendation from Awards and Projects Committee**

Proposed by Councillor M Ridgway

Seconded by Councillor M Gibbons

**RESOLVED** that this Council approved the recommendation made by the Awards and Projects Committee to give an award of £7,000 to Ilkley Harriers Athletics Club to fund a new javelin throwing area within the new Compact Training Facility at Ben Rhydding Sports Club. (Unanimous)

1718/029

**ITEM 9 – Finance**

*Having declared an interest in the following item, the Councillor S Butler (Chairman) and Councillor K Butler left the Chamber at this juncture. Councillor M Gibbons (Vice Chairman) took the chair.*

**9.1 Schedule of Payments and Receipts (April & May 2017)**

Proposed by Councillor S Cuthbertson

Seconded by Councillor B Mann

**RESOLVED** that the Schedule of Payments (April & May 2017) totalling £24,765.97 (Unanimous)

*Councillor S Butler and Councillor K Butler returned to the Chamber. Councillor S Butler returned to the Chair.*

**9.2 Bank Reconciliations (April & May 2017)**

Proposed by Councillor S Cuthbertson

Seconded by Councillor J Rickard

**RESOLVED** that the Bank Reconciliations (April & May 2017) be approved. (Unanimous)

**9.3 2016/2017 Year End Accounting Statements**

Received and noted.

**9.4 2016/2017 Internal Control Checklist**

Councillor Ridgway reported that he and Councillor Sugden had carried out these checks and that everything was found to be in order. The Clerk, Councillor Ridgway and Councillor Sugden were thanked for their work.

ILKLEY PARISH COUNCIL

The Internal Control Checklist was received and noted.

**9.5 2016/2017 Internal Auditor's Report (Year End)**

Received and the Auditors comments were noted.

**1718/030 ITEM 10 – Annual Return for Year Ending 31 March 2017 – Section 1**

Proposed by S Cuthbertson

Seconded by M Ridgway

**RESOLVED** that this Council has considered the findings of the review of effectiveness of the system of internal control and approves the Annual Governance Statement as shown on the Annual Return for year ended 31 March 2016. *(Unanimous)*

**1718/031 ITEM 11 – Annual Return for Year Ending 31 March 2017 – Section 2**

Proposed by Councillor S Cuthbertson

Seconded by Councillor M Gibbons

**RESOLVED** that this Council approves the Accounting Statements as shown on the Annual Return for year ended 31 March 2016. *(Unanimous)*

**1718/032 ITEM 12 – Ilkley Business Improvement District (BID)**

Proposed by Councillor S MacPherson

Seconded by Councillor J Rickard

**RESOLVED** that this Council provide funding of £5,000 towards the cost of the Business Improvement District application, by way of underwriting the costs to that amount subject to the condition that the amount expended by repaid by Ilkley BID by 30 September 2018 if the BID application is successful. *(Nem Con)*

**1718/033 ITEM 13 – Manor House**

*After a lengthy and detailed discussion the following votes were taken.*

Proposed by Councillor M Stidworthy

Seconded by Councillor S Cuthbertson

That this Council makes a loan of £5,000 to the Manor House Trust.

The motion **FELL** (3 For, 6 Against)

Proposed by Councillor B Mann

Seconded by Councillor M Gibbons

**RESOLVED** that this Council supports the project with a grant of £5,000 on a one-off basis.

Recorded vote requested by Councillor Mann in accordance with Standing Order 3q:-

7 For: Councillor K Butler, Councillor M Ridgway, Councillor L Packett,  
Councillor M Gibbons, Councillor S MacPherson and Councillor S Butler

2 Against: Councillor M Stidworthy and Councillor S Cuthbertson

1 Abstention: Councillor J Rickard

**1718/034 ITEM 14 – Wharfedale Greenway**

Councillor Mann reported that a meeting had taken place recently. An initial Options Appraisal Desk Based Study has been completed and the Steering Group are now looking at feasible routes for the Greenway.

**1718/035 ITEM 15 – Concert on The Grove**

Proposed by Councillor S Cuthbertson

ILKLEY PARISH COUNCIL

Seconded by Councillor J Rickard

**RESOLVED** that the Council gives formal approval to host the Concert on The Grove on 26<sup>th</sup> August 2017 for a maximum cost of £5,500 (agreed budget). (Unanimous)

*Councillor Gibbons reported that he was considering holding the concert in the Memorial Gardens area but this was obviously subject to the correct permissions being granted and this was something he was discussing with Bradford MDC Officers presently.*

**1718/036**     **ITEM 16 – Visitor Information Centre**

Due to the confidential nature of this item, the Chairman took this item at the end of the meeting.

See Minute No. 1718/042

**1718/037**     **ITEM 17 – Public Toilets**

Due to the confidential nature of this item, the Chairman took this item at the end of the meeting.

See Minute No. 1718/043

**1718/038**     **ITEM 18 – Project Managers: Reports to Council and Councillors Questions**

Nothing to report.

**1718/039**     **ITEM 19 – Councillor Representatives: Reports on meetings Attended**

Nothing to report.

**1718/040**     **ITEM 20 – Diary Dates**

13<sup>th</sup> June – Plans Committee, 7pm

3<sup>rd</sup> July – Full Council

4<sup>th</sup> July – Plans Committee, 7pm

**1718/041**     **ITEM 21 – Notification of Business for Future Agenda**

In order to assist officers, notice of items for the agenda of the next meeting should be provided seven days before the meeting. However, the absolute statutory minimum is three days' notice.

The next meeting of Full Council will be held on **Monday 3<sup>rd</sup> July 2017**

**1718/042**     **ITEM 16 – Visitor Information Centre**

Proposed by Councillor S Butler

Seconded by Councillor S Cuthbertson

**RESOLVED** to exclude members of the public and press during consideration of business of confidential nature pertaining to staffing and commercially sensitive information (Public Bodies Admissions to Meeting Act 1960 S1(2)).

Proposed by Councillor M Gibbons

Seconded by Councillor S Cuthbertson

**RESOLVED** that this Council make a contribution of £9,000 towards the cost of retaining a Visitor Information Centre service from September 2017 to April 2018.

**1718/043**     **ITEM 17 – Public Toilets**

Councillor Gibbons, Chairman of the Public Toilets Committee, gave an update on the work of the Committee.

**The meeting closed at 9:52pm**