

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the next meeting of Addingham Parish Council will be held at **The Memorial Hall, Addingham** on **Wednesday 21 February 2018** at **7.00pm**, for the purpose of transacting the business set out on the Agenda below. Members of the press and public are invited to attend and may address the Council at the invitation of the Chairman.

**Jane Markham MA, ACIS, PSLCC**  
**Clerk to Addingham Parish Council**  
**15 February 2018**

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## AGENDA

### 1. Apologies for Absence

To receive apologies and approve reasons for absence as notified by Members.

### 2. Disclosures of Interest

To receive any declarations of interests (not already entered in the Members' Register of Interests), to record any disclosures of interests (previously registered or not), including the nature of any such interests, which may be relevant to matters to be considered at the meeting, and to consider any written requests for dispensation as appropriate.

*Note: A listing of members' interests relevant to the business of the meeting, if any, will be reported at the outset of the meeting and will be recorded in the Minutes. Members are asked to check the Code of Conduct (available on website) to confirm their responsibilities. Members with interests defined in Appendix A of the Code (financial interests) must withdraw from the meeting during discussion of the item(s) in which they have an interest, unless a dispensation has been granted. Forms to apply for a dispensation, if necessary, will be available from the Clerk. Members without a dispensation may only remain in the meeting and take part in the discussion (but not vote on the matter) where their interests are personal interests as defined in Appendix B of the Code.*

### 3. Public Consultation and Question Time, including Police Matters

- 1) To receive an update on police matters
- 2) To receive questions/comments from the public on:
  - any matter which is listed for discussion on the Agenda;
  - any other matter of public interest which is within the responsibilities of the Parish Council; and
  - any suggestions of items for inclusion on the Agenda of the next Parish Council meeting

### 4. Minutes and Progress Report on Matters Arising

**(Copy of draft minutes attached and available on Council website)**

To confirm the Minutes of the Meeting held on 25 January as a true and correct record; to receive, for information, the report of the Chairman and Clerk on any matters arising; and to consider and decide further action where necessary on the following ongoing matters:

- 1) Pavilion – to receive a statement of costs for the capital project, consider quotations for decorating the new toilet block and agree a date for public opening of the facility
- 2) Copse opposite Townhead – to receive an update, if available by the time of the meeting
- 3) Grit bins at primary school – to receive an update
- 4) William Hoffman Wood charitable trust – to receive a further report from the Clerk
- 5) Christmas lights installation 2017 – to receive the response from BMDC
- 6) Events management – to receive an update, including a quotation for the costs of Chap.8 training

### 5. Old School Capital Project and Library Accommodation

To receive a progress report, and decide any action as necessary

### 6. Planning Applications

To consider the following planning applications and decide any responses, as appropriate:

- 1) 18/00228/HOU Church Key Cott                      Single storey rear extension
- 2) 18/00362/HOU 23 St Michael's Way              Removal of conservatory, construction single storey rear extension
- 3) 18/00474/HOU Riverside 17 Old Lane          Conversion of garage and extension to form new living unit

(Papers available on the BMDC Planning Applications database at

[www.bradford.gov.uk/bmdc/the\\_environment/planning\\_service](http://www.bradford.gov.uk/bmdc/the_environment/planning_service))

*Note: Any additional applications received after publication of the agenda but at least 3 clear days before the meeting will be sent out to follow, and will be considered at the meeting.*

### 7. Neighbourhood Planning

To receive the Notes of the meeting of the Forum held on 2 February, and consider any action as necessary

### 8. Property & Maintenance

- 1) To receive an update on any outstanding maintenance issues and decide any further action as required
- 2) To receive the report of the Lengthsman, if present, and reports on any other maintenance matters, and decide any additional action as necessary

## 9. Allotments 2018

To receive the report of the Allotment Manager and Clerk and decide any action as necessary

## 10. Sugar Hill – Location of Tour de France Memorial and Proposals for Community Asset Transfer

To consider an update on the proposed location for the siting of the TdF memorial stone at Sugar Hill, and to consider proposals to investigate a Community Asset Transfer of the Sugar Hill site

## 11. Heritage Project

To consider proposals to work with Addingham Civic Society and other village volunteers on a project to develop the Village Archive

## 12. Consultations and Correspondence

*(Any correspondence received after publication of the agenda but at least 3 clear days before the meeting will be sent out to follow, and may be considered at the meeting)*

To note, for information, any correspondence received since the date of the last meeting; to receive the report of the Chairman and Clerk on items of other correspondence received; and to decide any action as necessary, including any action as necessary on the following matters:

- Churches Together – plans for Good Friday procession and request for funding support for sound system
- Nominations to BMDC's Standards Committee
- Police Surgery – possible dates for next village event
- A65 roundabouts – proposals for traffic management
- Dementia Friendly community – offer of assistance from Ward Representative Cllr Rickard to follow up a project in Addingham
- Village signs – request from resident for new signs at entrances to village

## 13. Financial Matters

### A Invoices for payment

*(Copy of payments schedule attached for Members)*

To approve the presented list of accounts paid and the month's invoices due for payment, as follows:

Details	£	Details	£
Salaries – Jan payroll		Memorial Hall – room hire	20.00
Lengthsman – Jan/Feb invoice		Hadfields – newsletter and NPlan photos	1327.00
Clerk's expenses		Craven Stationery	66.65
Clerk's overtime – Jan (4½ hours)		Information Commissioner	35.00
Mobile Minis	260.52	Local Councils Update Subs.	75.00
Moor Developments	2116.36	Kirkwells – consultancy costs on NPlan	1320.00
Butler & Kandler	842.00		

### B Bank Reconciliation - January 2017

*(Copy of Bank Reconciliation attached for Members)*

To receive the Bank Reconciliation to 5 February 2018

## 14. Chairman's Remarks and Members' Discussion Forum

To receive the Chairman's and members' reports for information, to decide any action as necessary on the following matters:

- Application for housing development on old hospital site, Ilkley (Harrogate District)
- Awards 2018

and to notify the Clerk of matters for inclusion on the agenda for the next meeting

*Note: If considered necessary, any items requiring an urgent decision that cannot wait for the next meeting of the Council may be considered at an extraordinary meeting to be convened for the purpose*

## 15. Exclusion of Press and Public

To consider the exclusion of the press and public from the meeting for the duration of item 19 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential contractual nature of the business to be transacted

ENSURING THAT NO REPORTING TAKES PLACE DURING PRIVATE SESSION *If the proceedings of the Council are being recorded or filmed, the Chairman will ensure that any such reporting is stopped for the duration of the following item. Where appropriate, checks will be made to ensure that any recording or filming equipment is switched off and, where possible, removed from the meeting room.*

## 16. Clerk's Contract of Employment

To approve the implementation of the Pay Award from 1 April 2018, in line with the Clerk's contract of employment, and decide any other action as necessary

## 17. Date of Next Meeting

To confirm the date of the next meeting of Addingham Parish Council – 21 March 2018 at 7pm in Memorial Hall