

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 20 June** 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
14 June 2018

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, and
 - any other matter of public interest which is within the responsibilities of the Parish Council, and
 - to receive suggestions of items for inclusion on the Agenda of the next Parish Council meeting from the Public

4. Minutes and Progress Report on Matters Arising

(Copy of draft minutes circulated to Members and available on Council website)

To confirm the Minutes of the Meetings held on 16 May 2018 and 4 June as a true and correct record in each case; 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) Neighbourhood Plan – to receive a report on progress and consider proposals for communicating recent developments to village residents
- 2) Nature Reserve – to consider a further report from Cllr Smith concerning signage and dog fouling **(copy of email from Footpaths Officer attached for members)**

5. Old School Capital Project and Library Accommodation

To receive a progress report, together with a programme of work from the Project Architect **(attached)**, and decide any action as necessary

6. Addingham Hub Steering Group

- 1) To receive the Notes of the first meeting of the Hub Steering Group held on 30 May 2018 **(copy of Notes attached)**
- 2) To review arrangements for the open event on 8 July, and decide any action as necessary

7. Planning Applications

To consider the following planning applications:

- | | | | |
|----|--------------|-------------------|--|
| 1) | 18/01897/HOU | Arbour House | Garden Room |
| 2) | 18/01952/CLP | 7 Acre Fold | Single storey rear extension to replace conservatory |
| 3) | 18/02031/HOU | 20 Old Lane | Single storey extension and internal alterations |
| 4) | 18/01800/HOU | Gate Croft Farm | New windows |
| 5) | 18/01903/HOU | 15 Southfield Rd | Single storey side/rear extension |
| 6) | 18/01813/CLP | 6 Sycamore Drive | Single storey garden room |
| 7) | 18/02015/LBC | 1 Hudson Yard | Windows, staircase and porch |
| 8) | 18/02033/HOU | 6 St Michaels Way | First floor extension and garage conversion below |

- 9) 18/02118/LBC Winebeck Farm Roof repairs, internal alterations and replacement of pipework
 10) 18/02154/HOU Cross End Cott 2 storey side extension
 11) 18/01633/HOU 15 Old Lane Single storey extension

(Papers available on the BMDC Planning Applications database at 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.

8. **Property & Maintenance**

To receive an oral report on the meeting of the Property & Maintenance Committee, held immediately prior to the Council meeting, consider any recommendations for decision, and decide any action as necessary, including any action relating to the following matters:

- Lease on Pavilion
- Maintenance of allotment areas
- Sugar Hill site improvements and Community Asset Transfer application
- MUGA fencing repair and layout of nearby amenity area

9. **Leases**

- 1) Cricket Club: To consider amendments proposed by the Cricket Club's solicitor to draft terms, and agree instructions to the Council's solicitor as necessary (**briefing note attached for members**)
- 2) Scouts Group: To consider revisions to the draft lease on (part of) the Pavilion to the Scouts Group and authorise execution of the amended and finalised documentation

10. **Policies and Procedures of the Council**

(Copies of documents available on website)

- 1) To adopt revised Standing Orders, as recommended by NALC (new Model Standing Orders issued May 2018)
- 2) To consider new Data Protection policies as follows: Subject Access Requests, Document Management, Security Incidents Reporting
- 3) To confirm policies as regards public attendance at Council working groups

11. **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 – May payroll		Memorial Hall	80.00
Lengthsman – May/June invoice		Civic Soc – blue plaque	90.00
Clerk's expenses	14.85	Mobile Minis	260.52
Clerk's overtime – May (39 hours)		Craven Stationery	16.94
BMDC - SLA	252.00	Omnis Service - banner	96.00

B. **Bank Reconciliation to end May 2018**

(Copy of Bank Reconciliation attached for Members)

To receive the Bank Reconciliation to 11 June 2018

C. **Internal Auditor 2018/19**

To appoint the Internal Auditor 2018/19

D. **Proposal for Financial Support**

To consider a request for financial support of £650 from Addingham Gala Committee

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, decide any action as necessary on the following items of correspondence:

- Resident's request to site a memorial bench on parish council-owned land
- Big Ideas – proposals for community projects to commemorate WW1

and to decide any other action as necessary

13. **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: Emergency Plan, 4Becks Project, Police surgery – traffic issues (**copy of report attached**) 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

14. **Next Meeting**

To confirm the date, time and venue of the next meeting of Addingham Parish Council – 1 August 2018 at 7pm

15. **Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting for the duration of item 17 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential commercial 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. **Old School – Nomination of Contractors**

To consider proposals for the selection of contractors to be invited to tender for the Old School capital project and decide any action as appropriate