

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 23 January** 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
17 January 2019

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 Meeting held on 19 December 2018 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:

- Caretaker – to receive a further report as regards the purchase of a new vacuum cleaner
- Office phone – to receive an update from the Clerk
- Trees behind Medical Centre – to receive advice (***note attached***) on tree maintenance in a Conservation Area

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

To receive an update from the Clerk following the commencement of works, and decide any action as necessary

6. **Budget and Precept 2019/20**

(Copy of draft Budget Statement, as submitted to December meeting, re-circulated)

To receive the draft Budget Statement, give further consideration to proposals for the Precept 2019/20, and consider proposals for setting aside funds held in reserves for expenditure potentially to be required in 2019/20

7. **Planning Applications**

To consider the following planning applications:

- | | | | |
|----|--------------|-----------------------|--|
| 1) | 18/05373/HOU | Overgate Croft | Construction of 2 storey extension |
| 2) | 18/04857/LBC | 12 The Rookery | Replacement windows |
| 3) | 18/05425/FUL | Swallow Hse Cocking L | Extension of stable block |
| 4) | 19/00023/LBC | Moorview, Cocking L | Replacement windows and internal alterations |
| 5) | 19/00142/HOU | 43 Moor Park Drive | Rear extension and loft conversion |

(Papers available on the BMDC website 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**

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

- 3) To receive a proposal from Cllr Hindle for expenditure on repairs to the gatepost at Big Meadow Drive
- 4) To receive information on a recent incident at the Pavilion car park and consider next steps as regards security and signage at the site
- 5) To consider the provision of additional grit bins in the village

9. Sports Pavilion and Scout Hut

To receive an update, following a meeting with the Football Club, and decide any action as necessary

10. Green Spaces and Wildflower Project

To receive a report (**attached**) from the Civic Society's Environment Group, and decide any action as necessary

11. Elections 2019

To receive a timetable for the Local Council Elections 2019 (**attached**) and note preliminary arrangements, as notified by City of Bradford MDC

12. Spring Newsletter

To receive a report from the Clerk and consider proposals for expenditure on the next edition of the newsletter

13. Legal Matters - Retained Land Issue

To receive a report from the Clerk and authorise the execution of any documentation required

14. Policies and Procedures

To consider the adoption of a formal Equality & Diversity Policy (**copy of draft policy attached**)

15. Financial Matters

A. Invoices for payment

(Copy of payments schedule to follow for Members)

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

Details	£	Details	£
BMDC salaries - Dec		GeoXphere – Parish Online subscription	72.00
Clerk's overtime – Dec 51 hours		Craven Stationery	45.97
Lengthsman Dec/Jan		Memorial Hall hire – 5xmtgs	100.00
Clerk's expenses		Reimburse Chairman – mtg expenses	10.70
Mobile Mini	268.44	Reimburse Cllr Hindle - supplies	38.22
Yorkshire Water – pavilion charges	33.39	Clerk's training – elections (50% with Draughton)	36.00
Omnis signs	79.20	Insurance policy for Old School works	395.55
		Clerk & Councils Direct Subs	75.00

B. Bank Reconciliation to end December 2018

(Copy of Bank Reconciliation attached for Members)

To receive the Bank Reconciliation to January 2019

C. Monitoring Statement

(Copy of Monitoring Statement attached for Members)

To receive the Monitoring Statement to 31 December 2018

16. 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, and to decide any action as necessary

17. 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 matters listed below, 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

18. 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 personal 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.

19. Council Caretaker – Terms and Conditions of Employment

To consider the terms and conditions of employment of the Caretaker, and decide any action as appropriate

20. Next Meeting

To confirm the date, time and venue of the next ordinary meeting of Addingham Parish Council – 27 February 2019 at 7pm in the Memorial Hall