

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 22 May 2019** at **7:30pm**, 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**  
**16 May 2019**

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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, 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 13 May 2019 as a true and correct record; to receive, for information, the report of the Chairman and Clerk on any matters arising from the Minutes of the meetings held on 17 April and 13 May; and to consider and decide further action where necessary on the following ongoing matters:

- Pavilion and Scout Hut – to receive an update on new arrangements for the letting of the sports facilities, together with further proposals from the Scouts concerning their accommodation and services to the premises
- Planning application: 1 Green Lane – to consider an invitation to provide further comments to be made to the planning authority
- Environment Group – to receive any further information on planting arrangements agreed with the Group

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

To receive a report from the Clerk, including an update on equipment for the building, and decide any action as necessary

### 6. Hub Steering Group

To receive the draft notes from the meeting of the Hub Steering Group held on 16 May 2019 **(to follow)**, consider any recommendations, and decide any other action as necessary.

### 7. Planning Applications

To consider the following planning applications:

- |    |              |                   |  |
|----|--------------|-------------------|--|
| 1) | 19/01702/HOU | 20 Church St      | Conservatory roof replacement          |
| 2) | 19/01771/HOU | 3 Stone Stay Fold | Side extension and conversion of store |
| 3) | 19/01843/FUL | Darkwood House    | Alterations to approved house types    |

(Papers available on the BMDC website 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.*

### 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 consider parking issues at Mill Field and decide any action as necessary

## 9. Allotments

To receive proposals from the Allotment Manager for care and maintenance of the allotment sites.

## 10. Emergency Plan

To receive proposals from BMDC, if available by the time of the meeting, as regards adaptations to the Old School for emergency communications

## 11. Sugar Hill – Community Asset Transfer Application

To receive a report from the Clerk and, if thought fit, consider next steps in progressing the application

## 12. 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 - April		Omnis Signs	134.40
Clerk's overtime – April hours (37.5)		Craven Stationery	38.10
Lengthsman Apr/May		Memorial Hall hire – 2xmtgs	40.00
Clerk's expenses (inc. reimbursement of pre-authorized costs for Hub fittings)	241.74	Cleggs	120.00
Mobile Mini	268.44	H&J Adams	34.63
G Hopwood	48.00	Microworld	14826.30
Trevor Iles	27.20	Lawford Electrical	638.23
EWR Skips	276.00	JC Cowgill	600.00
Electricity costs during build – reimburse library trustee	tba	GH Joinery	125.00
		Office Reality (chairs)	1344.88

### B. Bank Reconciliation to end April 2019

*(Copy of Bank Reconciliation to follow for Members)*

To receive the Bank Reconciliation to May 2019

### C. Proposals for expenditure

To receive proposals for expenditure as follows:

- donation to the Fire & Rescue service towards the costs of local support for a flood emergency response training exercise
- donation to the Pancreatic Charity, in lieu of an honorarium payment for the services of an Allotment Manager.

### D. Fixed Asset Register

To receive the updated Fixed Asset Register (**attached**), following investment in equipment for the Old School

## 13. Legal Matters – Cricket Club Lease

- 1) Cricket Club Lease - to receive the draft lease, authorise its execution, as appropriate, and decide any other action as necessary
- 2) Sale of land at the Medical Centre – to consider proposals by the Medical Centre owners to sell a plot of land to a neighbouring landowner and decide any action as necessary in respect of the overage agreement

## 14. 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, including an invitation to St Peter's Church Record Service on 23 June at 10am, to receive the report of the Chairman and Clerk, and to decide any action as necessary on the following matter:

- BMDC & Local Councils Liaison Group meetings 2019/20 – request for host venue

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

To receive the Chairman's and members' reports for information, to decide any action as necessary, 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*

## 16. Next Council Meeting

To confirm the date, time and venue of the next Ordinary Council Meeting – 19 June at 7pm in the Memorial Hall