

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 27 February** 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**  
**21 February 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 23 January 2019 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:

- Use of pavilion and car park – to receive an update from the Football Club, and feedback from a meeting with the Scouts held on 19 February
- Repair of gatepost at Big Meadow Drive – to consider quotations from local contractors
- External Audit 2017/18 – to receive a report from the Clerk

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

To receive an update from the Clerk, consider progress with the works and requirements for additional IT infrastructure, and decide any action as necessary

### 6. **Neighbourhood Plan Review Group**

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

To receive the draft notes of the meeting of the Review Group held on 12 February, consider any recommendations, and decide any action as necessary

### 7. **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 ongoing maintenance issues at the pavilion and decide any action as necessary
- 4) To receive proposals from the Clerk as regards the use of approved suppliers for minor repair works to Council-owned assets

### 8. **Emergency Plan**

To receive an update from the Chairman, and decide any action as necessary

**9. Civic Society Environment Group**

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

**10. Legal Matters – Cricket Club Lease**

To receive a report from the Clerk, consider advice as regards draft terms for payment of rent, and decide any action as necessary

**11. 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 - Jan		Omnis Services – car park sign	25.20
Clerk's overtime – Jan 32 hours		Craven Stationery	45.79
Lengthsman Jan/Feb		Memorial Hall hire – 3xmtgs	60.00
Clerk's expenses (inc w/site hosting pa)	176.33	Clerk's training – 2x courses (April-May)	175.00
Reimburse Cllr Hindle – lock repair	37.04	Mobile Mini	268.44
Reimburse Cllr Flesher – gatepost - pavilion	78.00	Data Protection fee	40.00
BMDC Bldg Regs fee	198.00	External Audit fee	2935.50
		Capstone Consulting Engineers	936.00
Richard Crooks Architects	5656.50	Woolers – valuation 2	53638.18

**B. Bank Reconciliation to end January 2019**

**(Copy of Bank Reconciliation attached for Members)**

To receive the Bank Reconciliation to 11 February 2019

**C. Proposals for expenditure**

To receive proposals for expenditure as follows:

- hire of a sound system for the Good Friday event 2019
- upgrades to Council website

**D. Service Contracts – Council-owned buildings**

To review arrangements for service contracts at Council-owned buildings and approve any action as necessary

**E. Insurances**

To consider quotations for the renewal of the insurance policy for the Hoffman Wood charity

**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, including note of a review by the Committee on Standards in Public Life on local government ethical standards, to receive the report of the Chairman and Clerk, and to decide any 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 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*

**14. 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.*

**15. Council Caretaker – Terms and Conditions of Employment**

To review proposals for the terms and conditions of employment of the Caretaker, and decide any action as appropriate

**16. Next Meeting**

To confirm the date, time and venue of the next ordinary meeting of Addingham Parish Council – 20 March 2019 at 7pm in the Memorial Hall