

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 17 April** 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**  
**11 April 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 20 March 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:

- Pavilion and Scout Hut – to receive an update as regards arrangements with the Football Club, use of the Scout Hut by tenants and sub-tenants, and reports on other ongoing issues, including proposals for replacement of the Pavilion door and proposals by the Scouts for a Remembrance event 2019
- Environment Group – to receive feedback from the informal consultation meeting held on 29 March and a visit with the Group to Hoffman Wood field on 2 April

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

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

### 6. **Planning Applications**

To consider the following planning applications:

- |    |                  |                |  |
|----|------------------|----------------|--|
| 1) | 19/01238/HOU     | 32 Burns Hill  | Single storey side extension                     |
| 2) | 19/01307/HOU/LBC | 88 Main St     | Replacement doors, gates, fencing and greenhouse |
| 3) | 19/01401/ADV     | 103 Main St    | Fascia sign                                      |
| 4) | 19/01456/HOU     | Lumb Beck      | Extension, new terrace and windows               |
| 5) | 19/01129/HOU     | 8 Nursery Lane | Front extension                                  |
| 6) | 19/01577/HOU     | 1 Cross End    | Sun room   |
| 7) | 19/01536/FUL     | 1 Green Lane   | Construction of dwelling                         |

(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.*

**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

**8. Finance Committee**

To receive the draft minutes from the meeting of the Finance Committee held on 16 April 2019.

**9. Risk Policy and Assessments**

To review and confirm the Council's updated Risk Assessment Policy (*Copy circulated to Members and available on website*)

**10. Annual Governance and Accountability Return and Accounts 2018/19  
(Copies of financial accounts circulated to Members)**

To consider the financial accounts 2018/19 together with the report of the Internal Auditor, and, if thought fit, approve the annual governance statement and accounting statements for signature by the Chairman and Clerk, and the Chairman and Responsible Financial Officer, respectively

**11. Register of Assets**

To review and confirm the Council's Register of Assets (*Copy circulated to Members*)

**12. Other 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 - March		Phs	77.76
Clerk's overtime – March hours (58.5)		Craven Stationery	26.42
Lengthsman Mar/Apr		Memorial Hall hire – 3xmtgs	60.00
Clerk's expenses	36.20	Subscription – YLCA	775.00
Mobile Mini	268.44	Subscription – SLCC (shared with DPC)	180.00
Airedale Fire Services	222.12	Subscription – BMDC payroll	250.00
Richard Crooks Architects	tba	WYPF - deficit pension funding contribution	100.00
Woolers – valuation 3	tba		

**B. Bank Reconciliation to 31 March 2019**

(*Copy of Bank Reconciliation attached for Members*)

To receive the Bank Reconciliation to 31 March 2019

**C. Proposals for expenditure**

To receive proposals for expenditure as follows:

- request for donation from Cricket Club towards upgrade of facilities

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

To receive the draft lease, if available, authorise its execution, as appropriate, and decide any other action as necessary

**14. Hub Steering Group**

(*Copy of draft minutes circulated to Members and available on Council website; draft discussion paper to follow*)

To receive the notes of meetings of the Hub Steering Group held from December 2018 to date, and to discuss and agree policy guidelines for the work of the Hub Steering Group going forward

**15. 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 the NAO's consultation on the new Code of Audit Practice, receive the report of the Chairman and Clerk, and to decide any action as necessary.

**16. 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

- Emergency Plan

*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*

**17. Annual Parish Meeting**

To convene the Annual Parish Meeting – 22 May 2019 at 6.30pm in the Memorial Hall

**18. Next Council Meetings**

To confirm the date, time and venue of the Annual Council Meeting – 13 May 2019, and the date of the next ordinary meeting of Addingham Parish Council – 22 May 2019 at 7pm in the Memorial Hall

**19. Exclusion of Press and Public**

To consider the exclusion of the press and public from the meeting for the duration of items 20 and 21 (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.*

**20. Annual Awards**

To consider nominations for the Annual Awards 2019, and decide any action as necessary

**21. ICO Investigation of Complaint**

To consider the Information Commissioner Office's notice of a complaint against the Council for refusal of a Freedom of Information request, and decide any action as appropriate