

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 19 June 2019** 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
13 June 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. **Co-options to Ordinary Vacancies**

To receive any expressions of interest, and, if thought appropriate, co-opt new members to fill the two ordinary vacancies on the Council

4. **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

5. **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 22 May 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 a further report from the Clerk, including an update on proposals for an agreement with the Scouts for the costs of services to the leased premises
- Mill Field Close - to receive an update from Cllrs Hindle and Tennant
- Allotments – to receive further proposals from Cllr Tennant
- Emergency Plan – to give further consideration to proposals for siting equipment on the Old School
- Sugar Hill CAT – to receive an update from the Clerk
- Environment Group – to receive any further information on arrangements agreed with the Group for maintenance of Council-owned land

6. **Planning Applications**

To consider the following planning application:

- 1) 19/02140/FUL 2-4 Old Station Way Single storey side extension
(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.

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 requirements for minor repairs to the Sugar Hill toilets, and decide any action as necessary
- 4) To consider requirements for maintenance of public benches in the village amenity areas

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

To receive a report from the Clerk, including an update on equipment and furnishings for the building, and decide

any action as necessary

9. Hub Open Event

To receive a report from the Clerk on arrangements in place for the Open Event on 22 June, and decide any additional action as necessary

10. Neighbourhood Plan

To receive an update from Cllr Naylor as regards the ongoing examination of the Plan, and decide any action as necessary

11. Community Infrastructure Levy

To receive a report from Cllr Naylor and the Clerk and, if thought fit, consider the terms of a possible motion, as drafted by Silsden Town Council, to put forward to the YLCA South Pennines Branch meeting concerning the local implementation of CIL

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 - May		Omnis Signs	38.40
Clerk's overtime – May hours (53.5)		Craven Stationery	38.45
Lengthsman May/June		Craven Stationery (storage boxes for Hub)	158.40
Clerk's Expenses (key + equip for hub)	121.00	Mobile Mini	268.44
Merritt & Fryers – Library fittings 2 nd pay't	2598.00	Michael Flesher	tbc
Malcolm Whitaker – Library blind	198.00	Memorial Hall hire 19/6	20.00
Solarshade – Old School windows	835.20	Aviva Insurance – deductible on claim	250.00
YLCA – training course	230.00	SLCC – training course -cost 50% with DPC	36.00

B. Bank Reconciliation to end May 2019

(Copy of Bank Reconciliation to follow for Members)

To receive the Bank Reconciliation to June 2019

C. Proposals for expenditure

To receive proposals for expenditure as follows:

- initial costs of specialist advice in determining extent of website upgrades required to ensure compliance with new accessibility legislation

13. Telephone Kiosk – Proposal from Civic Society

To consider a proposal from the Civic Society to transfer the kiosk on Cocking Lane to their ownership

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, and to receive the report of the Chairman and Clerk [Note: items of correspondence for decision are listed at agenda item 18 below]

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 – 17 July at 7pm – venue to be agreed

17. Exclusion of Press and Public

Pursuant to Public Bodies (Admission to Meetings) Act 1960, to consider the exclusion of the press and public from the meeting for the duration of item 16 (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.*

18. Correspondence Items

- 1) To consider the findings of an internal review of correspondence from a vexatious complainant
- 2) To consider correspondence from a local resident as regards publication of neighbourhood planning documents in relation to data protection legislation