

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School, Addingham** on **Wednesday 18 September 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
12 September 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 Ordinary Meeting held on 17 July 2019 and of the Extraordinary Meetings held on 24 July, 4 September and 11 September, as a true and correct record in each case; 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:

- Allotment site managers – to receive an update from the Vice-Chairman
- Sale of land at Medical Centre – to receive a progress report from the Clerk ***(Note: if proposals have been received from the vendor/buyer by the time of the meeting, this item will be taken in private session)***
- Sugar Hill – to receive an update from the Clerk on proposals for minor repairs to the toilets, and to consider an update concerning planned minor improvement works at the site, pending further progress with the CAT
- TRO on Main St – to review the scheme and note further consultation arrangements with Highways
- Environment – to receive further information on proposals for developing green space at the school and to receive any updates from the Civic Society's Environment Group ***(copy of School Prospectus attached)***

5. Finance Committee

(Copy of draft minutes circulated to Members and available on Council website)

To receive the draft minutes of the Finance Committee meeting held on 17 September, consider any recommendations and decide any action as appropriate

(Note: if recommendations are put forward following a review of salaries and contracts, this item may be taken in private session)

6. 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

7. Old School Capital Project and Library Accommodation

(Copies of draft expenditure reports attached for Members)

To receive a report from the Clerk, including an update on expenditure on equipment, furnishings and signage for the building; to note a report on project expenditure to date, and receive proposals from the Clerk for handling remaining grant funds available, including the approval and ratification of funds transfers between Council bank accounts, and to decide any other action as necessary

8. Hub Project

To receive an update from the Clerk (**report attached**) as regards usage of the facility to date, refer any matters for detailed discussion to the councillor working group appointed for the purpose at the last meeting, and decide any other action as necessary

9. Neighbourhood Planning

To receive an update from Cllr Naylor as regards the planning authority's anticipated timetable for progressing Addingham's draft Neighbourhood Plan, and decide any action as necessary

10. Petanque Court

To receive detailed proposals from the Civic Society (**paper attached**) and decide any action as necessary

11. Christmas Lights Event and Remembrance Sunday 2019

(Copy of action checklists attached for Members)

To receive a report on action taken by the Clerk to date in preparation for the annual events, and decide any other action as necessary

12. Policies and Procedures

(Copies of revised draft policies attached)

To receive proposals to update the following policies and procedures (on the advice of sector bodies):

- Financial Regulations
- Disciplinary & Grievance Policy

13. Website and Accessibility Regulations

To receive an update from the Clerk, discuss the proposed new concept for the upgraded website (**link to draft design circulated by email to Members**) and decide any action as necessary

14. Financial Matters

A. Invoices for payment

(Copy of payments schedule to follow for Members)

To approve the presented list of accounts paid (including accounts paid, as pre-authorised during August), and approve the month's invoices due for payment, as follows:

Details	£	Details	£
BMDC salaries – August and Sept		Reimburse resident – mower petrol	7.12
Clerk's overtime – July hours (46)		TAC Electrical – repair of Christmas LED light	126.00
Lengthsman Aug/Sept		Hub Project (grant-funded capital account):	
Clerk's expenses (stamps)	14.64	Mondial Lighting	443.82
Addingham Newsagents	42.09	Cllr Flesher – installation of Hub handrail (tba)	
H&J Adams	55.27	YPO	453.30
Yorkshire Water (Hub)	139.50	JC Cowgill Ltd – replacement door (tba)	
Craven Stationery	149.82	Craven Stationery (archive storage box)	41.29
Hadfield Photocraft (N'ltr)	1711.50	E Ralph (sign-writer)	150.00

B. Bank Reconciliation to end August 2019

(Copy of Bank Reconciliation to follow for Members)

To receive the Bank Reconciliation to end August 2019

C. Proposals for expenditure

To receive a quotation for expenditure as follows:

- installation and removal of Christmas lights 2019 - £3000

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, receive the report of the Chairman and Clerk on any matters for discussion, and consider the following matters for decision as necessary:

- BMDC Consultations – Open Space Review and Core Strategy (**draft responses attached**)
- Govt consultation on proposed reforms to permitted development rights to support 5G deployment and mobile coverage
https://www.gov.uk/government/consultations/proposed-reforms-to-permitted-development-rights-to-support-the-deployment-of-5g-and-extend-mobile-coverage?utm_source=Members&utm_campaign=3e9a675e14-EMAIL_CAMPAIGN_2018_06_08_03_15_COPY_01&utm_medium=email&utm_term=0_206970988f-3e9a675e14-323862985&mc_cid=3e9a675e14&mc_eid=0ab877a7dd
- NALC consultation – independent review of local government audit (**email circulated separately to Members**)
- Request from Garden Friends to remove planter to side of Old School, and to relocate the memorial stone at Sugar Hill

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 following matter, and to notify the Clerk of matters for inclusion on the agenda for the next meeting

- Emergency Plan - update

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. Next Meetings

To confirm the date, time and venue of the next Ordinary Council Meeting – 16 October at 7.00pm in the Old School

Date of next Finance Committee meeting – to be convened in November

18. 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 items 19 and 20 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential personal and contractual 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. Clerk's Contract of Employment

To consider any matters concerning the Clerk's contract of employment and authorise the Chairman to sign any documentation as necessary

20. Sale of Land at Medical Centre

To consider proposals, if any received by the time of the meeting, as regards the potential sale of land at the Medical Centre, and agree any action as necessary