

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School, Addingham** on **Wednesday 16 October 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**  
**10 October 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 18 September 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 matter:

- TRO on Main St – to receive a report from the Chairman on the site meeting with Highways
- Members' id badges – to receive an update from the Clerk and Cllr Naylor

### 5. Planning Applications

To consider the following planning applications:

- |    |              |                  |  |
|----|--------------|------------------|--|
| 1) | 19/03903/HOU | 4 Town Head Fold | Single storey rear extension and window alterations        |
| 2) | 19/03935/FUL | Medical Centre   | Change of use of grass bank to garden, inc. new 1.8m fence |
| 3) | 19/04107/HOU | 21 Chapel St     | Dormer window to front                                     |
| 4) | 19/03165/FUL | Hardwick House   | Retrospective appn for amendments to approved elevations   |

(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.*

### 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 monitoring reports attached for Members)**

To receive a report from the Clerk, including an update on expenditure on fittings and equipment for the building; to consider any further proposals for expenditure of grant funds, and to decide any other action as necessary

### 8. Hub Project

To receive an update from the Clerk as regards usage of the facility to date, and decide any action as necessary

### 9. Neighbourhood Planning

To receive an update as regards the arrangements for the Neighbourhood Plan referendum, and decide any action as necessary

## 10. Pavilion Car Park

To review policies for use of the Pavilion car park, consider a quotation for the costs of resurfacing works, and decide any other action as necessary

## 11. Forthcoming Events 2019

To receive an update from the Vice-Chairman and the Clerk, appoint a representative to lay the Remembrance wreath on behalf of the Council, and decide any other action as necessary

## 12. Financial Matters

### A. Invoices for payment

*(Copy of payments schedule to follow for Members)*

To approve the presented list of accounts and approve the month's invoices due for payment, as follows:

Details	£	Details	£
BMDC salaries – Oct		RoSPA (MUGA safety inspection)	82.20
Clerk's overtime – Sept hours (37.5)		Kirkwells (NPlan -final consultant costs)	960.00
Lengthsman Sept/Oct		Westbrook (website upgrade – 2 <sup>nd</sup> payment)	1176.00
Clerk's expenses		PKF Littlejohn (external audit)	960.00
Addingham Newsagents	43.04	YLCA – training courses	tba
H&J Adams	tba	<b>Hub Project (grant-funded capital account):</b>	
Yorkshire Water (Pavilion)	107.33	JC Cowgill Ltd – replacement door + library shelf	2364.00
Craven Stationery	177.08	Cllr Flesher – installation of Hub handrail	tba
Localiq (NPlan leaflets distribution)	334.26		

### B. Bank Reconciliation to end September 2019

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

To receive the Bank Reconciliation to end September 2019

### C. Monitoring Statement – half year to 30 September 2019

*(Copy of Monitoring Statement attached for Members)*

To receive the half year monitoring statement and consider any proposals for virement

### D. Payroll Services

To update and approve the authorised signatory list for the purpose of payroll and pension payments

## 13. 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 matter for decision as necessary:

- NALC consultation and independent review of local government audit **(draft response circulated to Members)**

## 14. 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 matters, and to notify the Clerk of matters for inclusion on the agenda for the next meeting

- Village map – to receive proposals from the Chairman
- Councillor training – to discuss upcoming courses on finance and FOI/DPA
- Emergency Plan – to receive an 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*

## 15. Next Meeting

To confirm the date, time and venue of the next Ordinary Council Meeting – 20 November at 7.00pm in the Old School

Date of next Finance Committee meeting – 30 October at 7.30pm in the Old School

## 16. 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 17-19 (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.*

## 17. Sale of Land at Medical Centre

To receive and discuss a report as regards the potential sale of land at the Medical Centre, and agree any action as necessary

## 18. Parsons Lane

To receive and discuss a report from the Chairman, and agree any action as necessary

## 19. External Audit 2018/19

To receive and discuss a report from the Clerk, and agree any action as necessary