

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School, Addingham** on **Wednesday 20 November 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
14 November 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 16 October 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:

- TRO on Main St – to receive an update from the Chairman
- Members' identity badges – to receive an update from Cllr Naylor
- Village map – to receive a report from the Clerk

5. Finance Committee – Recommendations for Budget and Precept 2020/21

(Copy of draft Minutes and Action Plan/CIP attached; copy of working papers attached for Members)

To receive the draft Minutes of the Meeting of the Finance Committee held on 24 October, consider recommendations as regards the setting of the Budget and Precept 2020/21 and decide any action as necessary

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
- 3) To receive a report from the Allotments Manager and decide any action as necessary

7. Old School Capital Project, Hub Project and Library Accommodation

(Copy of Hub usage report to follow)

To receive an update report from the Clerk, consider any further proposals for expenditure of grant funds on equipment and fittings for the Old School, and decide any other action as necessary

8. Parish Council Archive Project

(Copy of project scoping paper attached)

To receive a report from the Clerk, 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. Christmas Lights Switch-on Event 2019

To review arrangements for the Lights Switch-on event, and decide any action as necessary

11. Environment Group

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

12. Information Commissioner's Office Complaints

(Copy of confidential draft paper attached for Members only)

To receive a draft paper prepared by the Clerk for submission to ICO in response to recent complaints raised by an Addingham resident, and agree any action as necessary

13. 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 – Nov		Skipton Brass Band	75.00
Clerk's overtime – Oct hours (31)		Butler & Kandler	3113.00
Lengthsman Oct/Nov		Olicana – window cleaning	15.00
Clerk's expenses	213.29	Royal British Legion	100.00
Addingham Newsagents	65.26	Hub Project (grant-funded capital account):	
H&J Adams	tba	Gresswells – library step stool	57.53
Hadfield Photocraft	538.55	Ultimate – final payment on tables	1511.45
Craven Stationery	74.98	Richard Crooks – heritage statement	300.00
Localiq (NPlan leaflets distribution)	334.26	Hopwoods – fitting of new security lights	168.00
Memorial Hall	20.00		

B. Bank Reconciliation to end October 2019

(Copy of Bank Reconciliation to follow for Members)

To receive the Bank Reconciliation to end September 2019

C. Expenditure Proposal

To receive a request from the Clerk for authorisation of expenditure of £45 for attendance at three YLCA webinar discussion forums for Clerks

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

- Youth Centre – request for support in maintenance of premises at primary school
- Burley Parish Council – proposals regarding the council-run Duke of Edinburgh Scheme
- Football Club – request for use of Hoffman Wood field for games during the winter season

15. 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

- Emergency Plan – to receive an update
- SLCC Webinars November/December – dates for webinar training sessions for councillors

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 Meetings

To confirm the date, time and venue of the next Ordinary Council Meeting – 18 December at 7.00pm in the Old School and to confirm meeting arrangements in 2020.

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 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.*

18. Hub Administrator – Terms and Conditions of Employment

To receive consider proposals from the Clerk, and agree any action as necessary

19. Sale of Land at Medical Centre

To receive an update as regards the potential sale of land at the Medical Centre, and agree any action as necessary