

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 December 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 December 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, and to note the dates of police surgeries in the Hub for the first quarter of 2020
- 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 Meetings held on 20 and 21 November 2019 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:

- Village Records Project (Parish Council Archive) – to receive an update from Cllr Naylor and the Clerk
- Resurfacing of disabled access route into Hub – to receive further information, if available, from Cllr Brady

5. Budget and Precept 2020/21

(Copy of draft Budget Statement and Action Plan/CIP attached)

To consider the recommendations of the Finance Committee as regards the setting of the Budget and Precept 2020/21 and decide any action as necessary

6. Planning Applications

To consider the following planning applications:

- 1) 19/04804/HOU 2 Moor Lane Replacement front porch
- 2) 19/04823/FUL Land at Cocking Lane Construction of timber storage barn
- 3) 19/04846/HOU Church Key Cottage 2 new windows

(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 receive a report from the Allotments Manager and decide any action as necessary

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

(Copy of reports on Hub usage and on recent questionnaire results 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

9. Neighbourhood Plan

To note the adoption of the Plan following the referendum held on 28 November, to receive a report from Cllrs Naylor and Tennant, and to decide any action as necessary

10. Information Commissioner's Office – Data Protection Complaint

To receive notice of a complaint submitted by a village resident to the ICO, review matters relating to the publication of Neighbourhood Plan documents, as considered in June 2019 (Minute 139/19 refers), and to decide any other action as necessary

11. Public Events

To receive feedback on the Remembrance and Lights Switch-on events, consider recommendations for expenditure on services and supplies for future events, including members' identity badges, and repainting the duck icons on Main St, and decide any other action as necessary

12. Civic Society Environment Group

(Paper attached)

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

13. Civic Society History Group

(Papers attached)

To receive two papers from the Civic Society's History Group, consider their proposals relating to the photo archive and decide any action as necessary

14. Legal Matters

- A. To receive revised policies (*drafts attached*) as recommended for adoption by sector bodies:
- Disciplinary Policy
 - Grievance Policy
- B. To receive an update from the Clerk on the Land Registrations exercise and decide any action as necessary
- C. To consider, and if thought appropriate, authorise execution of a revised lease for the Cricket Club

15. Financial Matters

D. 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 – Dec		Reimburse Cllr Hindle – m'ance supplies	5.94
Clerk's overtime – Nov hours (34)		TAC Electrical	3603.60
Lengthsman Nov/Dec		YLCA (webinar)	15.00
Clerk's expenses	38.95	SLCC (webinar)	36.00
Addingham Newsagents	tbc	Zurich Municipal	1157.53
H&J Adams	tbc	Yorkshire Wordwright	210.00
Cleggs	288.00	WBW surveyors	397.62
Craven Stationery	96.17	Hub Project (grant-funded capital account):	
Reimburse Cllr T Brady – Emg Plan supplies	36.98	Joinery work	tbc

E. Bank Reconciliation to end November 2019

(Copy of Bank Reconciliation to follow for Members)

To receive the Bank Reconciliation to end November 2019

F. Expenditure Proposals

- To receive a request from the emergency planning team to make a donation to the Fire & Rescue Service in recognition of support provided at the training session on 3 December
- To consider a proposal and quotation for switching the contract for water supplies to the Pavilion
- To confirm renewal of a fixed price contract for supply of electricity to the Pavilion

16. 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, the listing of correspondence received since the date of the last meeting

17. 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

- Bridleway near R Wharfe – to receive a report from the Chairman
- Emergency planning – to discuss any issues following the training session on 3 December

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

18. Next Meetings

(Draft schedule of meeting dates 2020 attached)

To confirm the date, time and venue of the next Ordinary Council Meeting – 22 January at 7.00pm in the Old School, and to confirm meeting dates in 2020