

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 March 2020** 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 March 2020

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 Meetings held on 19 February 2020 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:

- Village Map – to receive an update from the Chairman
- Village footpaths – to consider the response of the Footpaths Officer as regards maintenance concerns
- Public events – to receive an update, including information on traffic marshal training courses
- Pavilion public changing room – to discuss arrangements for preparing the facility for public use
- Emergency Plan – to discuss a further debrief, following recent weather conditions, and note expenditure by councillors on supplies

5. Planning Applications

To consider the following planning applications:

- | | | |
|-----------------------|-----------------------|--|
| 1) 20/00510/HOU | 31 Browsfield Rd | Replace conservatory with single storey ext. |
| 2) 20/00316/FUL | 1 Hardwick Cottage | Change of use of garage to holiday acc. |
| 3) 20/00336/VOC | 26A School Lane | Variation of planning conditions |
| 4) 20/00594/HOU | 7 Orchard Lane | Const. mezzanine studio and porch |
| 5) 20/00624/HOU | Lower Turner Lne Farm | Single storey side extension |
| 6) 20/00444/LBC & HOU | Peak Ridding | Devt of garage as annexe for carer's acc |
| 7) 20/00776/LBC | Peak Ridding | Const. replacement porch & utility room |
| 8) 20/00789/FUL | Gildersber Farm | Construction agricultural building |

(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.

6. Property & Maintenance

To receive the draft minutes of the meeting of the Property & Maintenance Committee held on 11 March 2020 **(copy to follow)**, consider any recommendations, receive any update reports on maintenance issues arising since the date of the committee meeting, including any further reports from the Lengthsman, if present, and decide any action as necessary

7. TRO Main St

To consider a revised scheme for no waiting restrictions on Main St and decide any action as necessary

8. **Business Continuity Planning**

To receive and discuss current public advice on the coronavirus pandemic and decide any action as necessary

9. **Old School Capital Project, Hub Project and Library Accommodation**

(Copy of expenditure reports attached; report on Hub usage 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

10. **Heritage Records Project**

To receive a report from Cllr Naylor and the Clerk, note grant funding received to date, consider any proposals for expenditure, and decide any other action as necessary

11. **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 – March		Local Councils - subscription	75.00
Clerk's overtime – Feb hours (26)		G Hopwood (3 invoices – work at Pavilion)	128.40
Lengthsman Feb/March		Belmans (Pavilion car park)	1794.00
Clerk's expenses		Tree Services	270.00
Reimburse Cllr Brady – Emergency Plan	110.63		
Reimburse Chairman- Emergency Plan	90.98	Hub Project (grant-funded capital account):	
Craven Stationery (x2 invoices)	109.79	Joinery work	156.00
Addingham Newsagents	56.91	NYCC – minute book digitisation	tbc
Olicana Cleaning Services (Old School)	15.00		

B. **Bank Reconciliation to end February 2020**

(Copy of Bank Reconciliation attached for Members)

To receive the Bank Reconciliation to 9 March 2020

C. **Payroll**

- To receive the updated Service Level Agreement with BMDC and approve authorised signatories 2020
- To note and agree proposals for employer contributions to the WYPF from 2020/21, as certified by the Fund's Actuary

D. **Proposals for Expenditure**

- To receive a proposal from the Cricket Club for financial support towards the costs of roofing works
- To consider a request from the Scouts as regards reimbursement of costs for replacing planters at the entrance to the Pavilion
- To receive a request from the Civic Society's Environment Group for funding support towards the cost of installing an electric car vehicle point in the village (subject to the identification of a suitable site)

12. **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, receive the report of the Chairman and Clerk on any matters for discussion and decide any action as necessary on the following matters:

- YLCA – training programme from April 2020
- BMDC Plan-It newsletter, including an update on development of revisions for the Local Plan

13. **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

- Councillor surgeries – to discuss the recent surgery held on 28 February

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

14. **Next Meetings**

To confirm the date, time and venue of the next Ordinary Council Meeting – 22 April at 7.00pm in the Old School – and to note the date of the next Finance Committee meeting – 15 April

15. **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.*

16. **Annual Awards**

To consider any proposals for the Annual Awards 2020 and decide any action as necessary