

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held remotely via a remote meeting platform on **Wednesday 21 October** at **7:00pm**, for the purpose of transacting the business set out on the Agenda below.

Jane Markham MA, ACIS, PSLCC
Clerk to Addingham Parish Council
15 October 2020

Access: Join the meeting using this link:

<https://zoom.us/j/98732412899?pwd=cEpoTWh4bDg0UWZMbVlxSWpoazZFdz09>

Members of the press and public wishing to speak at the public participation session are requested to email any queries and comment to the Clerk in advance of the meeting. clerk@addingham-pc.gov.uk.

AGENDA

1. **Standing Orders – Revised Addendum**

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

To receive a copy of a draft Revised Addendum to Standing Orders, providing for the organisation of meetings via remote meeting platforms, and decide any action as necessary

2. **Apologies for Absence**

To receive apologies and approve reasons for absence as notified by Members.

3. **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.

4. **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
 - any suggestions of items for inclusion on the Agenda of the next Parish Council meeting

5. **Minutes**

(Copy of draft minutes, together with the Clerk's report on any Matters Arising, circulated to Members and available on Council website)

To confirm the Minutes of the Meeting held on 12 August 2020 as a true and correct record, and to receive, for information, the Clerk's report on any matters arising

6. **Scheme of Delegation**

(Copy of Reports of Decisions circulated to Members and available on Council website)

To ratify decisions taken from the date of the last meeting by the Clerk on behalf of the Council, in accordance with the provisions of the Scheme of Delegation dated 18 March 2020.

7. **Planning Application**

To consider the following planning applications

20/03728/FUL Craven Heifer Housing development

(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.

8. **Property & Maintenance**

To receive the draft Minutes of the meeting of the Property & Maintenance Committee held on 11 March 2020 (**attached**), together with any reports on outstanding or ongoing maintenance issues (**schedule attached – section 1**), including any reports from the Lengthsman, if present, and decide any action as necessary

9. Allotments

To note the report of the Property & Maintenance Committee (***schedule attached – section 2***), following recent inspections of the Council's allotment sites, and to decide any action as necessary

10. Action Plan & Capital Investment Programme 2020-23

(Copy of CIP attached)

To review the Action Plan & Capital Investment Programme 2020-23 in the light of current circumstances and in view of the recommendations of the Property & Maintenance Committee, and decide any action, as required, in order to adjust priorities for expenditure in the current financial year

11. Traffic Matters

To discuss Members' and residents' concerns with traffic speeds and safety issues, together with any proposals for further parking restrictions on Main St, and decide any action as necessary

12. Policies and Procedures

To consider recently developed and updated policies as listed below (***copies of documents attached***) and decide any action as necessary:

- Risk Assessment Policy and the Annual Risk Assessment reports on Council-owned buildings and events
- Grants Policy
- Allotments Policy & Guidance

13. Review of regular payments

(List of payments made regularly and by Direct Debit and Standing Order attached for members)

To review regular payments and consider any implications for budgetary expenditure 2021/22

14. Insurances 2021

To review requirements and note estimated costs for renewal of the insurances 2021, and consider any implications for budgetary expenditure 2021/22

15. Draft Budget and Precept 2021/22

(Copies of Monitoring Statement, draft Budget Statement and Action Plan with CIP attached for members)

To receive an initial discussion draft of the Budget Statement, together with the Action Plan & Capital Investment Programme 2021-24 and the Monitoring Statement to 30 September 2020, and decide any action, as required, in order to prepare for the setting of the Budget and Precept 2021/22 at the next Council meeting

16. Other Financial Matters

A. Invoice payments

To note and confirm use of the facility for payments made online by BACS transfer, and to confirm instructions to the Clerk in respect of payments to be made to settle future invoices, where possible

B. Bank Reconciliation to end October 2020

(Copy of Bank Reconciliation to follow for Members)

To receive the Bank Reconciliation to end October 2020

17. Consultations, Correspondence and Discussion Forum

(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, including a meeting held with the MP on 20 August, to notify the Clerk of matters for inclusion on the agenda for the next meeting, and to decide any action as necessary on the following matters:

- Proposal from Civic Society for siting of 2 benches at the petanque court
- Future public events including Remembrance and Christmas Lights

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. Dates and venue/arrangements for next Ordinary Council Meeting

To be confirmed, subject to Government and sector body guidance

19. 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 item 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.*

20. Contracts of Employment

To approve the implementation of the NALC Pay Award backdated with effect from 1 April 2020, and decide any other action as necessary