

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held remotely via an online meeting platform on **Wednesday 17 March 2021** 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
11 March 2021

Access: Join the meeting using this link:

<https://zoom.us/j/91889290341?pwd=dEhFNGs0YlY2cm9NQVR4bGtqc2NGdz09>

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

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

4. **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 2 December 2020 as a true and correct record, and to receive, for information, the Clerk's report on any matters arising

5. **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.

6. **Property & Maintenance**

(Maintenance schedule attached and available on Council website)

To receive the Clerk's report on outstanding and ongoing maintenance issues, including proposals for any new grit bins, and any additional proposals on maintenance issues at the allotment sites, together with any reports from the Lengthsman, if present, and decide any action as necessary

7. **Local Plan 2020-38 Preferred Options Consultation**

To receive the draft notes of the meeting of the Neighbourhood Plan Review Group held on 2 March (***attached***), to discuss and agree the Parish Council's response to the consultation (***copy of draft response attached for Members***), and to decide any action as necessary

8. **Parish Council Heritage Archive Project**

To receive an update from Cllr Naylor and the Clerk, and decide any action as necessary

9. **Audit 2020/21**

(Copies of accounting records distributed electronically to members)

To review financial records (including the updated Asset Register), financial procedures and internal control systems in preparation for the year-end audit 2020/21 (**Financial Procedures available on website; checklist attached**)

10. Risk Assessment Policy

To review the Risk Assessment Policies (***copies available on website***)

11. Other Financial Matters

A. Expenditure Proposals

To decide action as necessary on the following proposals:

- Proposals for CCTV at pavilion (suggestion by member of the public, as referred from last meeting – Minute 83/20 refers)
- Renewal of SLA for Payroll 2021/22 and to approve authorised signatories to give instructions on the account

B. Bank Reconciliation to 8 March 2021

(Copy of Bank Reconciliation attached for Members)

To receive the Bank Reconciliation to 8 March 2021

12. 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 report of the Chairman and Clerk on any matters for discussion, including any matters arising from correspondence received, 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:

- Update on work of Covid Volunteer Support Group during third lockdown
- Report on meeting with MP on 22 February
- Requests from residents for 2 new waste/dog bins off School Lane and at Big Meadow Drive (recommendations to be followed up with BMDC Waste Management if considered appropriate)

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

13. Dates and venue/arrangements for next Ordinary Council Meeting

To be confirmed, subject to Government and sector body guidance

14. 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 15 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential 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.*

15. Parsons Lane

To receive and discuss proposals from the developer of a neighbouring site to take out a licence to occupy part of the field, and agree any action as necessary