

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held remotely via an online meeting platform on **Monday 26 April 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**  
**20 April 2021**

Access: Join the meeting using this link:

<https://zoom.us/j/92757536408?pwd=dFdkOTZ0dldyQXNGc3AvdElvZjFaUT09>

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](mailto:clerk@addingham-pc.gov.uk).

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## 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 17 March 2021 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, and to confirm intentions to revoke the Scheme with effect from the conclusion of the meeting.

### 6. **Annual Governance and Accountability Return and Accounts 2020/21**

**(Copies of financial accounts circulated to Members)**

To consider the financial accounts 2020/21 together with the report of the Internal Auditor, and, if thought fit, approve the annual governance statement and accounting statements for signature by the Chairman and Clerk, and the Chairman and Responsible Financial Officer, respectively

### 7. **Register of Assets**

To review and confirm the Council's Register of Assets, now updated to year end 31 March 2021 **(Copy circulated to Members)**

### 8. **Bank Reconciliation**

**(Copy of Bank Reconciliations attached for Members)**

To receive the Bank Reconciliations to 9 April 2021

**9. 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, and to notify the Clerk of matters for inclusion on the agenda for the next meeting

*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*

**10. Dates and venue/arrangements for next Ordinary Council Meeting and Annual Parish Meeting**

To be confirmed:

Annual Parish Meeting 19 May at 6.30pm in the Memorial Hall

Annual Council Meeting 19 May 2021 at 7pm in the Memorial Hall, venue for both meetings subject to Government and sector body guidance and to compliance with venue risk assessments

**11. 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 16 and 17 (below) on the grounds that publicity would be prejudicial to the public interest by reason of the confidential contractual and personal nature of the business to be transacted in each case

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.*

**12. Parsons Lane**

To receive an update on arrangements for letting part of the field to the developer of a neighbouring site, and decide any action as necessary

**13. Recruitment of Clerk**

To review applications for the position of Clerk to the Council and decide any action as necessary