

ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 23rd June 2021** 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.



Sallie Lloyd

Clerk to Addingham Parish Council

17th June 2021

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 19 May 2021 as a true and correct record, and to receive, for information, the Clerk's report on any matters arising.

5) **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.

6) **Financial Matters**

A. Invoices for payment

(Copy of payments schedule to follow for Members)

To approve the presented list of accounts paid and the month's invoices due for payment, to sign cheques as required.

B. Bank Reconciliation to end 8th June 2021

(Copy of bank reconciliation circulated to Members)

To receive the Bank Reconciliation to 8th June 2021

C. Expenditure Proposals

- To receive a request from the Clerk for authorisation of expenditure of £30 for attendance at a YLCA webinar focused on Local Council Finances for Clerks
- To receive a request from the Clerk for authorisation of expenditure of £180 for 1:1 website training with Westbrook Creative, Ilkley
- To receive a request from Addingham Civic Society for a contribution towards to restoration of the Best

Kept Village Sign.

- To receive a request from the Chairman for the purchase of a new defibrillator

7) Property and Maintenance Committee Report

- A. To receive a verbal report from the Property and Maintenance Committee, held on 22nd June 2021 and decide any further action as required.
- B. Receive recommendations for adopting a revised Policy & Guidance document for the Allotments. ***(Draft document considered by P&M committee circulated to members)***

8) Planning Applications

To consider the following planning applications and decide any responses, as appropriate:

21/02395/HOU 68 Moor Lane
21/02071/FUL Heifer Car park
21/02323/HOU 1 St Leonards Close
21/01827/FUL Crown Pub
21/02697/FUL Hardwick House
21/02698/LBC Hardwick House Farm
21/02811/FUL Street house Farm
21/02816/LBC 97 Main St
21/02752/FUL Street House Grange
21/02864/HOU 2 Manor Garth Barn
21/02907/FUL St Peters Church
21/03001/HOU Throstle Nest
21/03002/HOU Throstle Nest

(Papers available on the BMDC Planning Applications database 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 sent out to follow and will be considered at the meeting.

9) Terms of Reference to Committees

To review and approve TOR for Finance committee and Property and Maintenance Committee.

To approve a delegated budget of £2000pa to the Property and Maintenance committee for maintenance of Council-owned properties and land, including the allotment sites (*minute 4/20 Property and Maintenance Committee refers*).

10) Standing Orders

To reconfirm the Standing Orders, wording as suggested by NALC 2018. ***(Copy circulated to members and available on Parish Council Website)***

11) Code of conduct

To reconfirm the Code of Conduct. ***(Copy circulated to members and available on Parish Council Website)***

12) Chairman's Remarks and Members' Discussion Forum

To receive the Chairman's and members' reports for information, to decide any action as necessary.

13) Dates and venue/arrangements for next Ordinary Council Meeting To be confirmed:

To confirm the date, time and venue of the next ordinary meeting of Addingham Parish Council – 21st July 2021 at 7pm. Venue dependent on lockdown restrictions.

14) Exclusion of Press and Public

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 commercial 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) Contract Review

To discuss Services received by Parish Council under contract and decide any action as necessary.