

# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of the Property and Maintenance Committee of Addingham Parish Council will be held at **The Memorial Hall, Addingham** on **Tuesday 22nd 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 Committee at the invitation of the Chairman.



**Sallie Lloyd**  
**Clerk to Addingham Parish Council**  
**17th June 2021**

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## AGENDA

### 1. Apologies for Absence

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

### 2. Appointment of Chairman

To elect the Chairman to serve until the date of the next Annual Meeting of the Council, and to receive the Chairman's signed Declaration of Acceptance of Office.

### 3. Appointment of Vice Chairman

To elect the Vice Chairman to serve until the date of the next Annual Meeting of the Council.

### 4. Disclosures of Interest

***(With reference to Members Code of Conduct)***

To receive any declarations of interests (not already entered in the Members' Register of Interests) and to record from Members any disclosures of interests (whether already registered or not, and including the nature of any such interests), which may be relevant to matters to be considered at the meeting.

*Note: Members are asked to check the Code of Conduct (available on website) to confirm their responsibilities. Members with disclosable pecuniary interests as defined in Appendix A of the Code (financial interests) must withdraw from the meeting during the discussion of the item in which they have an interest, unless a dispensation has been granted. Members 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.*

### 5. Public Consultation and Question Time

To receive questions and comments on any matter listed on the agenda or on any other matter associated with property matters and related issues.

### 6. Committee Terms of Reference

To note the current TORS (***circulated to Members and available on Council website***), receive any proposed updates, and agree recommendations for consideration at the June Council Meeting.

### 7. Minutes

***(Copy of draft minutes circulated to Members and available on Parish Council website)***

To confirm the Minutes of the Meeting held on 11 March 2020 as a true and correct record.

### 8. Matters arising

To receive, for information, the report of the Clerk on any matters arising (not separately listed on the agenda).

### 9. Allotments

- To receive the allotments report, review management arrangements, and decide any action as necessary.
- To note the current Policy & Guidance for allotments (***circulated to Members and available on Parish Council website***), receive any proposed updates, and agree recommendations for consideration at the June Council Meeting.

### 10. Maintenance of Allotment Sites

To receive a list of maintenance issues concerning the allotment sites (***list circulated to Members***), consider proposals for expenditure, agree recommendations for Council and decide any other action as necessary.

### 11. Village Lengthsman

1. To receive the report of the village Lengthsman, if present, and decide any action as necessary
2. To review the list of activities carried out by the Lengthsman (***list circulated to Members***) and decide any

recommendations for Council, as necessary.

**12. Sugar Hill site**

Receive an update on possible future works at the Sugar Hill site.

**13. Memorial Park site**

To discuss possible future works at the Memorial Park site:

- To receive an updated quote from Bellmans, if available.
- To receive initial drawings for improvements to Memorial Site and Gardens and agree recommendations for consideration at the June Council Meeting.

**14. MUGA**

To receive quotes to replace the broken token box system and agree recommendations for consideration at the June Council Meeting.

**15. Use of Hoffman Wood Field**

To discuss possible publicity of this recreation space to increase use by residents.

**16. Silsden Road Recreation Field**

To discuss issues with drainage and plan for required remedial works.

**17. List of Minor works for SPL to complete**

To discuss a list of minor works for SPL to undertake as a gesture of goodwill.

**18. Repair to fence at Memorial Hall Recreation Park**

Consider damage caused to fence by children using as a cut through to adjacent field and decide any action as necessary.

**19. Financial Matters**

Agree planned expenditure up to £2000 pa for maintenance of Council-owned properties and land, including the allotment sites (minute 4/20 Property and Maintenance Committee refers).

**20. Date of Next Meeting**

To confirm the date, time and venue of the next meeting of the Property and Maintenance Committee