


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 16<sup>th</sup> February 2022** 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 during the public adjournment.



Sallie Lloyd

**Clerk to Addingham Parish Council**

**10<sup>th</sup> February 2022**

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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 from *Councillors* for 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<sup>th</sup> January 2022 and on 25<sup>th</sup> January 2022 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 and consider the following matters for decision as necessary:

- Correspondence from resident regarding accessibility of kerbs within the village
- Invitation to attend the Addingham Allotment and Garden Association annual meeting on 5<sup>th</sup> March, 10am at St Peter's Church Hall.

### 6) **Financial Matters**

#### 1) **Invoices for payment**

***(Copy of payments schedule to follow for Members and available on the Council website)***

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

#### 2) **Bank Reconciliation to end 7th February 2022. *(Copy of bank reconciliation circulated to Members)***

To receive the Bank Reconciliation to 7th February 2022

#### 3) **Expenditure Proposals**

- To ratify a decision made by the clerk to purchase and fill a new PC grit bin on Burns Hill. BMDC have supplied and filled the bin at cost of £120 inc vat. (Fin Reg 4.5 refers)
- To ratify a decision made by the clerk to appoint a contractor from the approved list to make an adjustment to the gate at the Pavilion car park, which had dropped on its hinge and was dangerous. To approve and pay the invoice of £37.50. (Fin Reg 4.5 refers)

- To ratify a decision made by the clerk to appoint contractors to remove a tree from the Silsden road allotments that had fallen into the beck, causing an immediate flood risk. To approve and pay invoices totaling £212.50 (Fin Reg 4.5 refers)
- To ratify a decision made by the clerk to appoint a contractor from the approved list to complete an urgent replacement of the outside tap at the Pavilion. The tap had been vandalised. To approve and pay the invoice. (Fin Reg 4.5 refers)
- To receive a quote from a contractor on the approved list to install a sensor light on the corner of the Hub/Library to light the steps in the dark. To approve funds for this purpose.
- To receive quotes obtained by the Clerk for the restoration of the village noticeboards at Green Lane and Church Street. To appoint a contractor and approve expenditure.
- To consider the verbal report from the Clerk regarding the work required to bring plot 7 Newtown back to lettable condition. To authorise the programme of works and the associated expenditure.

## **7) Platinum Jubilee**

- 1) To consider the plans and costings for the creation of the Jubilee Garden and to:
  - appoint a contractor for the groundworks
  - Decide which style benches and approve costs
  - Consider an interpretation board and decide any action as necessary
  - Consider options for planting the newly created raised bed and boarder.
- 2) To consider the purchase of a presentation keepsake for Primary School aged children, living within the village. To review samples and costing presented by the Clerk and decide on any action as necessary.
- 3) To receive an update from the village event group. To consider any request for funding and decide on any action as necessary.

## **8) Property and Maintenance Committee Report**

*(Copy of draft minutes circulated to Members and available on Council website.)* To receive the draft minutes of the Property and Maintenance Committee meeting held on 8<sup>th</sup> February, consider any recommendations, and decide on matters as necessary:

- To approve expenditure of £336 inc VAT for the clearance and levelling of plot 5a Lower Stamp Hill

## **9) Finance Committee Report**

*(Copy of draft minutes circulated to Members and available on Council website.)* To receive the draft minutes of the Finance Committee meeting held on 8<sup>th</sup> February, consider any recommendations, and decide on the following matters as necessary:

- Insurance arrangements for Hoffman Wood Field for 2022.
- Fees and Charges for Allotments, Land, Pavilion users, Newsletter adverts, MUGA users and MUGA lights.

## **10) Climate Action Addingham working group *(Copy of draft minutes circulated to Members.)***

To receive the draft minutes of the CAA working group meeting held on 11<sup>th</sup> February, consider any recommendations, and decide on any action as necessary.

## **11) Hoffman Wood Field**

To consider the request from Addingham Environment group to plant a small number of trees in the SW corner of the field.

## **12) Planning Applications**

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

(Papers available on the BMDC Planning Applications database at

[www.bradford.gov.uk/bmdc/the\\_environment/planning\\_service](http://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.*

22/00221/HOU	Winebeck Farm	demolition of conservatory and replacement with single storey garden room
22/00422/HOU	Lower Marchup	construction of two storey extension with front and side single storey projections
22/00352/LBC	The Crown	replacement of windows to front elevation and installation of oak framed pergola
22/00351/LBC	The Crown*	replacement of windows to front elevation and installation of oak framed pergola
Duplicated with different number as listed building consent is also required and has been duly applied for		
22/00539/HOU	Springfield Meadows	Construction of small single storey infill extension to create a utility and WC

## **13) Village Newsletter Spring Edition**

To receive a progress report from the Clerk, consider proposals for printing costs, and decide any action as necessary.

**14) Chairman's Remarks and Members' Discussion Forum**

To receive the Chairman's and members' reports for information.

- To set a date for the next meeting of the Emergency plan review group

**15) 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 – 16<sup>th</sup> March 2022 at 7pm, Addingham Memorial Hall.

**16) 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 17 - 18 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential 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.*

**17) Parsons Lane**

To receive an update for information from Cllrs Hindle and Naylor following their site meeting with Skipton Properties Ltd.

**18) Staff Salaries**

To approve the pay progression for the Clerk, in line with her contract of employment. To approve an updated Schedule of salaries and contracts for 2022. To sign a confirmation letter for the file.