


# 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> March 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 consultation.



**Sallie Lloyd**  
**Clerk to Addingham Parish Council**  
**10<sup>th</sup> March 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 16<sup>th</sup> February 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 matter for decision as necessary:

- Asset of Community Value – The Swan Public House, Main Street, Addingham

### 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 March 2022. *(Copy of bank reconciliation circulated to Members)*

To receive the Bank Reconciliation to 7th March 2022

#### 3. Expenditure Proposals

- To consider the quote from a walling contractor to repair four small areas of damaged walling along the Nature Reserve boundary on Silsden Road. To authorise the programme of works and approve expenditure of £240
- To consider a request from Addingham Garden Friends for a grant of £490 to reimburse them for the recent works necessary at the Cottages Garden along Main Street. The works to remove ivy were completed in February.
- To consider the request from residents for a grit bin on Addingham Moorside. To approve an exact

location and expenditure of £120 inc vat.

#### **4. Virements**

- To consider a proposal for virement from general contingency to events and celebrations. The Parish Council has replaced some of the Christmas lights this year and made a grant to Totally Locally. The budget category contains £5000 only. Virement recommended is £4400. This is offset in part by a £4000 Xmas event grant received from Bradford Met.
- To consider a proposal for virement from general contingency to Toilet costs. The Parish Council has become responsible for utility costs during the year and these were not budgeted for. The budget category contains £1000 only. Virement recommended is £500
- To consider a proposal for virement from general contingency to Pavilion costs. The Parish Council has had to make a number of small repairs following vandalism at the site. The budget category contains £5000 only. Virement recommended is £500
- To consider a proposal for virement from general contingency to MUGA costs. The Parish Council has undertaken a total surface clean during the year and this was not budgeted for. The budget category contains £1000 only. Virement recommended is £275

#### **7) Platinum Jubilee**

- 1) To consider the plans for the creation of the Jubilee Garden and decide on a final design for the stone work and once confirmed, obtain a quotation for the work required.
- 2) To consider a Jubilee bench for the War Memorial patio.
- 3) To receive an update from the Clerk on the plans taking place within the village. To receive initial budget information and approve a grant application to the National Lottery.

#### **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 2<sup>nd</sup> March, consider any recommendations, and decide on matters as necessary.

#### **9) 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> March, consider any recommendations, and decide on any action as necessary.

#### **10) 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.*

22/00892/HOU      11 Bark Lane      Construction of side and rear two storey extension

22/01013/HOU      94 Moor Lane      Construction of single storey, rear extension

#### **11) Energy Contracts for Hub**

To receive quotes for the energy supply options at the Hub, when current fixed term price contract ends on 15<sup>th</sup> April 2022. To select supplier and contract length and authorise Clerk to enter into contract with effect from 16<sup>th</sup> April 2022.

#### **12) Sugar Hill**

To note for information that the Council's solicitor has been instructed to work on the draft lease in conjunction with the legal department at Bradford Met. To consider next steps and decide on action as necessary

#### **13) Community Awards**

To consider ideas for community awards 2022. To agree categories, nomination process and appoint a judging panel.

#### **14) Audit 2021/22**

To review financial records including the updated Asset Register, financial procedures and internal control systems in preparation for the year-end audit 2021/22 ***(Financial Procedures available on website; checklist attached)***

#### **15) 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

**16) 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 – 20<sup>th</sup> April 2022 at 7pm, Old School, Hub, Addingham

**17) 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 18 & 19 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.*

**18) Staff Salaries**

- To receive for information the revised NALC pay scales for 2021/22 following the outcome of the pay negotiations between the NJC and trade union organisations. To note that the Clerk and administrator have had salary adjustments implemented and backdated accordingly.
- To approve the payment due to Mrs J Markham for backpay due for the period 1<sup>st</sup> April 2021 to 30<sup>th</sup> April 2021

**19) Correspondence**

To receive correspondence received from a regular MUGA user and decide on any action as necessary.