


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **Addingham Memorial Hall, Addingham** on **Wednesday 15<sup>th</sup> June 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**  
**9<sup>th</sup> June 2022**

## 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 11<sup>th</sup> May 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.

### 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.

To note payments made by the Clerk during May and June relating to Jubilee expenditure and made in accordance with the delegated authority approved at the last meeting (minute ref 99/22).

Payee	Amount including VAT	VAT reclaimable
Vault Printing	£378	£63
Albert Haywood & Sons	£434.70	£72.45
Emma Foster	£282.10	
Richard Hunter Rowe	£918.11	
J Wyatt (Northern Swing Band)	£1390	
Vault Printing	£90	£15
A Richards (Louis,Louis,Louis)	£1250	

**2. Bank Reconciliation to end 13<sup>th</sup> June 2022. (Copy of bank reconciliation circulated to Members)**

To receive the Bank Reconciliation to 13<sup>th</sup> June 2022.

**3. Expenditure Proposals**

- a) To receive a quotation for a commemorative plaque for Paul and Tony Gaunt to be displayed at the Memorial Hall on the outside wall, next to the defibrillator. To approve expenditure for this purpose and to authorise the Clerk to incur expenditure necessary for this plaque to be attached to the wall by a suitable contractor.
- b) To receive a quote for £1188 the walling works at the War Memorial. To take out the steps and build the wall through, leaving a small, flagged area for a bench. To decide on any action as necessary.
- c) To receive 3 quotes for the walling works at the pentanque court. To create an opening from the pavement to the pentanque court including a sloping gravel path. Contractor A = £539. Contractor B = £1888. Contractor C = £1600. To decide on any action as necessary.
- d) To receive a quote for £408 (inc VAT) from local arborist for tree works necessary at the Nature Reserve. For the felling of a deceased Ash tree and to sever Ivy from a further 2 Ash trees as ongoing maintenance. The other trees were assessed as safe and although some disease is present, it is in the early stages and removal is not necessary. To decide on any action as necessary.
- e) To receive a proposal from the Clerk to authorise the payment of 85 additional hours (spread throughout the financial year) to facilitate training necessary to complete CiLCA. The qualification programme is estimated by the awarding body to take 200 hours of study over a 12 month period. The remaining study hours required will come from the Clerks own time. To decide on any action as necessary.
- f) To receive a grant application from Addingham Singers. To decide on any action as necessary.
- g) To receive the report from the Clerk regarding the Jubilee event and to approve £1694.88 of expenditure necessary to pay all invoices related to the event.

**7) Platinum Jubilee (Copy of report circulated to Members)**

To receive feedback on Jubilee Celebration events and decide any further action as necessary. To receive the Clerks financial Summary on the expenditure incurred.

**8) Village Benches**

To receive a petition signed by residents who would like the Parish Council to consider the placement of benches in the park, near the MUGA and Pavilion. To decide on any action as necessary.

To consider quotes for 3 different style recycled plastic (composite benches) and 1 wooden bench. To consider placing an order for the replacement of benches at the following locations: Craven Crescent, Hen Pen Gardens (gazebo bench) and middle bench, Bark Lane at top, Bark Lane suspension bridge, Silsden Road at BMD and Silsden Road "Addingham in Bloom".

**9) Approved local contractor and supplier list (Copy of proposed list circulated to Members)**

To confirm the updated approved local contractor and supplier list.

**10) Use of Herbicides (Copy of location list circulated to Members)**

To consider a proposal for a community action day to manually clear all the paths, cut throughs and Children's play areas in the village. That this type of regular intervention be used instead of any further herbicide treatments on the locations identified by the Clerk and Lengthsman. To consider working with the District Councillor and local volunteers to get this initiative started. To decide any action as necessary.

**11) Water, Compost and Waste Food recycling initiative**

To receive initial costings for an initiative to "give away" water butts, compost bins and kitchen waste caddies to residents. If thought fit, to decide how and when to promote this scheme.

**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.*

22/01929/HOU	2 The Acres	Removal of conservatory, construction of extension
22/01942/HOU	93 Main Street	Replacement of existing windows
22/02242/HOU	Hall Gill House	Changes to windows
22/02140/HOU	89-91 Main Street	Changes to windows and renovation of external space

**13) Policies and Procedures of Council (Copy of draft policies circulated to Members)**

- a. To consider new Health and Safety Policies as follows: Lone Working, Health and Safety Policy, Health and Safety Statement.
- b. To consider the revised Code of Conduct Policy adopted by Bradford Met and if thought fit, to adopt it for Addingham Parish Council.

**14) Traffic Issues around the village**

To discuss ongoing traffic issues and decide on any action as necessary. To receive an update from Cllr Clarke, if

available, regarding the traffic data monitoring on Main Street and consider a suggestion made by a resident for the installation of a flashing SID near the pedestrian crossing point close to the junction of Old Station Way and Main Street.

**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
- To receive the date of the Addingham Garden Friends next coffee and catch-up meeting in the Hub on 13<sup>th</sup> July at 11am and to appoint any available members to attend and thank the volunteers.

**16) Dates and venue/arrangements for next Ordinary Council Meeting**

To confirm the date, time, and venue of the next ordinary meeting of Addingham Parish Council – 20<sup>th</sup> July 2022 at 7pm, Memorial Hall, 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 item 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.*

**18) Protocols for marking the death of a Senior National Figure(Copy of draft policy circulated to Members)**

To receive a draft protocol statement relating to the Parish Council's response to the death of a Senior National Figure. If approved, to authorise the Clerk to incur expenditure as and when required on items necessary to comply with the policy.