


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **Addingham Memorial Hall, Addingham** on **Wednesday 20th July 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
14th July 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 15th June 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 listing of correspondence received since the date of the last meeting, receive the report of the Chairman and Clerk on any matters for discussion and decide any action as necessary on the following matters:

- Bracken Ghyll Golf Club suggestion of collaboration with EV charging point expansion for the village.
- Confirmation of the approved Ilkley Neighbourhood Development Plan.
- Request from Addingham Cricket Club to use Hoffman Wood Field for an overflow car park on cup final Day in August. To note the Risk Assessment provided for this purpose.

6) Financial Matters

1. Invoices for payment

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

- a. To approve the presented list of accounts paid and the month's invoices due for payment, to sign cheques as required. Including an invoice to Robin Ellis Ltd for £4595.40 paid by the Clerk in accordance with fin reg 5.5.
- b. To note payments made by the Clerk during June and July relating to Jubilee expenditure and made in accordance with the delegated authority approved at the last meeting (minute ref 112/22).

Payee	Amount including VAT	VAT reclaimable
Addingham Scout Group	£105	
Richard Hunter Rowe	£323.07	

- c. To approve a scheme of delegation to the Clerk in order that invoices for August and September due for payment before the next meeting on 20th September are paid in accordance with fin reg 5.5.

2. Bank Reconciliation to end 11th July 2022. (Copy of bank reconciliation circulated to Members)

To receive the Bank Reconciliation to 11th July 2022.

4. Monitoring Statement to 30 June 2022. (Copy of monitoring statement circulated to Members)

To receive the monitoring statement to 30th June 2022.

5. Staffing

To approve 10 hours of study/overtime worked during June by the Clerk. To sign letter for payroll accordingly.

6. Expenditure Proposals

- a) To approve the costs of £75, associated with the secure disposal of records in accordance with the document retention and disposal policy.
- b) To receive a request for £600 from Addingham Garden friends to support their work.
- c) To approve the £5 annual rent due to Addingham United charity in respect of the Dawson Crossley Field

7) 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 12th July 2022, consider any recommendations, and decide on matters as necessary:

- That Council appoints the chosen contractor to repair and rebuild a section of wall along Silsden Road, known as the Bottle Tip. That expenditure of £9860 be approved for this purpose from general reserves.
- That Council purchases an Eco Rest bench for Bark Lane, near Iron Bridge, a Lowther bench for Bark Lane at the junction with Bolton Road and Lowther bench for Craven Crescent

8) Public Toilets

To review the reports of vandalism and criminal behavior at the Pavilion toilets and decide on any action as necessary.

9) War Memorial Improvement Scheme

To receive the quote from Aire Valley Forge for the iron railings and gates at the War Memorial site.

10) 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 12th July 2022, consider any recommendations, and decide on matters as necessary:

- That Addingham Parish Council purchases 2 Bose Speakers, together with microphones and protective cases for use at Parish Council Events. To approve expenditure of up to £1500 from the tourism budget and events and celebrations budget.
- To approve the adoption of a Financial Reserves Policy.

11) Use of Herbicides

To receive an update from the Clerk following the Council's letter to BMDC regarding the paths, parks, roads and snickets. To decide any action as necessary.

12) Climate Action Addingham Report

(Copy of draft minutes circulated to Members and available on Council website.) To receive the draft minutes of the working group meeting held on 30th June, consider any recommendations, and decide on matters as necessary.

- To approve the launch date of 14th September and the joint production of a leaflet with the Zero Waste group to promote the Food, Water and Garden Waste recycling scheme at the "Waste Reduction" information evening.
- To approve a scheme of delegation to the Clerk, in consultation with council members of the working group, to incur expenditure of up to £100 associated with the launch and the public event.
- To approve the planting of 2 additional fruit trees in the area close to the Pavilion, (opposite the MUGA, behind the Medical Centre). The total number would be 8 trees.

13) 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)

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.

22/02503/HOU	8 Sidebeck Road	single storey rear extension
22/02299/LBC	High House Farm, Straight Lane	replacement of barn doors and entrance front door to house
22/02959/HOU	1 Hudson Yard	construction of a porch

14) Policies and Procedures of Council (Copy of draft circulated to Members)

To consider the adoption of a new Risk Assessment for Lone Working and consider personal alarms for use in Hub, to decide on any action and next steps as necessary.

15) Traffic Issues around the village (Report circulated to members)

- a) To receive a verbal update from the Clerk on the progress made since the June meeting.
- b) To consider the Clerks report on traffic calming measures that were raised during the June meeting.
To decide on any action as necessary.

16) Village events

To consider Remembrance Sunday (13th November) and the Christmas Market and Light Switch on (provisionally Saturday 26th November) decide any action as necessary.

17) Chairman's Remarks and Members' Discussion Forum

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

18) 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 – 21st September 2022 at 7pm, Memorial Hall, Addingham.

19) 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 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.

20) Correspondence received (correspondence and draft responses circulated to members)

- a. To receive the Clerks verbal report following advice from the monitoring officer in relation to recent correspondence from an Addingham Resident, received by Council under agenda item 5. To consider the draft written response and decide on any action as necessary.
- b. To receive two Subject Access Requests from an Addingham Resident received by Council under agenda item 5. To consider the draft written response and decide on any action as necessary.