


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School Room, Addingham** on **Wednesday 19th October 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

13th October 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 28th September 2022 and the extraordinary meeting held on 11th October 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:

1. To consider a request from CBMDC to nominate the name of any councillor (s) who wish to be considered for CBMDC's Standards Committee.
2. To Mandate the Parish Liaison representative(s) to vote for an item being presented by Keighley TC to amend appendix 4 para 7 of the Parish Charter. This item only effects Keighley not Addingham and would benefit the people of Keighley(see email from KTC clerk for further information.)

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.

2. Bank Reconciliations for October 2022. (Copy of bank reconciliation circulated to Members)

To receive the Bank Reconciliation to 10th October 2022

- 4. Monitoring Statement to 30 September 2022. (Copy of monitoring statement circulated to Members)**
To receive the monitoring statement to 30th September 2022.

5. Staffing

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

6. Expenditure Proposals

1. To receive a request from Totally Locally to provide a grant of £1546.20 for the provision of generators and lighting at the forthcoming Christmas Market in November.
2. To receive a request from Addingham Singers to provide a grant of £744 for the provision of amplifying equipment, condenser microphones and sound mixing equipment.
3. To receive a request from the Clerk to incur expenditure necessary to improve the suitability of the "Home Working" space. The request is for a monitor, HDMI connection cable, a laptop stand, keyboard and mouse.

7) 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.

22/04195/FUL 147a Main Street Replacement Windows

22/04052/LBC 41 Main treet Replacement Windows

8) Sugar Hill (electronic copy of lease circulated to members)

To receive the engrossment lease for the community asset transfer of land at Sugar Hill from CBMDC to Addingham Parish Council under a 50 year lease agreement. If thought fit, to authorise the Clerk to make the necessary arrangements for it to be signed and witnessed in accordance with procedures.

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

To consider the adoption of a Safeguarding Policy, to decide on any action and next steps as necessary including the training of the Clerk and Hub administrator in Level 1 Safeguarding.

10) Review of Capital Program (Action Plan) 2022/25

To review the current Action Plan 2022/25. *(Available on website and circulated to members)*

To reassess priorities for Council capital expenditure in light of rising costs of fuel, staffing and consumable resources. To decide on any action as necessary.

11) Review of regular payments

(List of payments made annually, and by Direct Debit and Standing Order attached for Members)

To review regular payments and decide on any action as necessary

12) Draft Budget 2023/24

(Copy of Monitoring Statement and discussion draft of Budget Statement attached for members)

To receive an initial discussion draft of the Budget Statement 2023/24 and the Monitoring Statement to 30 September 2022, and decide any action, as required, in order to prepare for the setting of the Budget and Precept 2023/24.

13) Village Events and Celebrations

1. To receive an update from the Clerk regarding Christmas Light switch on and Christmas Market and decide any action as necessary.
2. To receive and update from the Clerk regarding the Remembrance Sunday event and decide any action as necessary

14) Chairman's Remarks and Members' Discussion Forum

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

Cllr Coates to provide an update on speeding, roads and traffic management.

15) 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 – 16th November 2022 at 7pm, Memorial Hall, Addingham.

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 item 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) Parish Council Owned Land

To consider authorising the clerk to seek advice from Council legal representatives, if necessary, in relation to a maintenance issue at Parsons Lane field.

18) Review of Salaries and Contracts

(Copy of Salaries and Contracts Schedule attached)

To review the salaries and contracts budget 2023/24