


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 16th November 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
10th November 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 25th 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 Friends of Wharfedale Greenway to meet the Chairman informally. Cllr Franks would attend the meeting together with other key members of the FOWG. To decide on any action, next step and a response as necessary.
2. To receive the response from Yorkshire Water to the Clerks letter regarding the pumping station at Low Mill village. To decide any action as necessary.

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

To receive the Bank Reconciliation to 7th November 2022

4. Staffing

To approve 23 hours of study/overtime worked during October by the Clerk. To sign letter for payroll accordingly.

5. Expenditure Proposals

1. To receive a request from the Clerk to incur expenditure necessary to attend the SLCC practitioners conference in February 2023. The conference cost is £330 (net of vat) and travel expenses are estimated at £160.
2. To receive the revised quote from Airevalley Forge for the provision of phase 2 of the iron railing scheme at the War Memorial site. To consider advice received on the suitability of the scheme from the War Memorials Trust.
3. To approve expenditure of up to £2500 for the fulfillment of the Water, Compost and Waste Food recycling initiative, launched during to residents at an event in early November.

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.

22/04425/HOU	7 Shearings Path	replacement single storey rear extension
22/04242/HOU	18 sycamore Drive	single storey rear extension

8) Risk Assessment Policy and Annual Risk Assessment Reports

To review the Risk Assessment Policy and the Annual Risk Assessment reports on Council-owned buildings and events *(copies attached for members)*

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

To consider the adoption of a new memorial bench policy as recommended by Property and Maintenance Committee.

10) AGAR 2021/22

The Notice of Conclusion of Audit was received. It was noted that there were no matters to raise with the Council, following the annual audit of the Council's financial records and procedures; that the records and systems of internal control were adequate and effective; and that accounting information shown in the AGAR had been correctly stated except for noting that; The Asset figure entered in section 2, box 9 did not show the purchase of the iron railings at the War Memorial.

The Clerk must ensure that box 9 is re-stated in the prior year comparatives when completing next year's AGAR.

11) Finance Committee – Recommendations for Budget and Precept 2023/24

(Copies of Monitoring Statement, draft Budget Statement and Action Plan with CIP attached for members)

To receive the draft minutes of the Finance Committee meeting held on 8th November 2022. To receive a draft of the Budget Statement, together with the draft Action Plan & Capital Investment Programme 2023-26 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 at the next Council meeting.

12) 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 8th November. To note for information the date of the next meeting, consider any recommendations, and decide any action as necessary.

13) Climate Action Addingham *(copies attached for members)*

To receive feedback from cllrs Coates and D Brady on the launch event held on 3rd November.

- a. To receive proposals for additional hedge planting along the Football field. To decide on any action as necessary.
- b. To consider appointing councillors to set up and run a CAA stand at the forthcoming Xmas Market. To decide on any action or next steps as necessary.

14) Pavilion

To receive an initial proposal from the Scouts to improve storage facilities at the Pavilion. To decide on any action as necessary.

15) Village Events and Celebrations

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

16) 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.

17) 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 – 14th December 2022 at 7pm, Memorial Hall, Addingham.

18) 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.*

19) Staffing and Contractor matters

- a. To receive for information the revised NALC pay scales for 2022/23 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.
- b. To receive a confidential briefing paper on staffing and contractor expenditure for 2023/24 and decide any action, as required, in order to prepare for the setting of the Budget and Precept 2023/24 at the next Council meeting