


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Old School, Hub, Addingham** on **Monday 19th December 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 December 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 16th November 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.

- To receive an invitation from Addingham Civic Society Trustees and appoint members to attend a meeting on 21st Feb 2023 regarding the Bradford City of Culture 2025 and how it will involve the surrounding communities.
- To note the confirmation from SLCC that the Clerk has met the necessary standard and has passed the CiLCA qualification.

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.
- b. To note payments made by the Clerk during December made in accordance with financial regulation 5.5

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

To receive the Bank Reconciliation to 12th December 2022

4. **Staffing**

To approve 21 hours of study/overtime worked during November by the Clerk. To sign letter for payroll accordingly.

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.

22/04734/FUL	Craven Heifer Public House	Retrospective consent to move an extractor pipe
22/00101/APPFL2	Land to the west of The Street	Appeal of decision to Secretary of State
22/04837/FUL	High House Farm, Turner Lane	Construction of workshop and office extension
22/05024/HOU	17 St Peters Court	Single Storey rear extension

8) Insurances 2023 (copy of quote attached for members)

To receive quotations for renewal of the insurances 2023, noting for information the resolution of Council in 2021 to enter into a long-term agreement with Zurich.

9) Budget and Precept 2023/24

(Copies of papers attached for members)

To receive a draft of the Budget Statement, together with the draft Action Plan & Capital Investment Programme 2023-26, and decide on action, as required regards the setting of the Budget and Precept 2023/24 and consider the following matters for decision:

- A) Approval of the final draft of the 3-year Action Plan and Capital Investment Programme
- B) Approval the Insurance arrangements for 2023
- C) Approval of the list of regular payments for 2023 **excluding salaries and contractors*
- D) Approval of the Precept demand to be sent to the billing authority.
- E) Approval of the budget for 2023/24
- F) Approval of earmarked reserves

10) 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 6th December. To note for information the date of the next meeting, consider any recommendations, and decide any action as necessary.

11) Village Events and Celebrations

To receive an update from the Clerk regarding Christmas Lights switch on and consider any recommendations for future events and decide any action as necessary.

12) Traffic Issues (Copy of briefing paper circulated to members)

Cllr Coates to provide an update on speeding, roads and traffic management following a meeting with Simon D'Vali, Senior Highways Manager, BMDC.

13) Civic Society Noticeboard (Copy of proposal circulated to members)

To consider a proposal from the Civic Society to place a noticeboard on the Hub external wall, next to the Parish Council noticeboard

14) Car Parking on Main Street

To consider the proposal for a CAT transfer of the small car park on Main Street. To decide any action as necessary.

15) Representation on Other Organisations (Copy of proposal circulated to members)

To consider appointing a nominative trustee to the Addingham United Charities, in accordance with their trust deed. To decide on any action as necessary.

16) Chairman's Remarks and Members' Discussion Forum

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

- To extend a vote of thanks to Jim Robinson for his work as Civic Society Chairman, retiring at end of 2022.
- To consider member contributions to village newsletter articles for Spring 2023.

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 – 18th January

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 following items 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

- To receive the recommendation from the Finance Committee, held in November 2022, in respect of the schedule of salaries and contractor costs for 2023/24. To decide any action as necessary.
- To approve the pay progression for the Clerk; following the completion of the CiLCA qualification, in line with her contract of employment. To sign a confirmation letter for the file.

20) Contractor matters (Copy of procurement proposal circulated to members)

To receive a draft contract specification and if thought fit, instruct the Clerk to publish the invitation to tender.

21) Parsons Lane

1. To receive verbal updates from Cllrs' Naylor, Coates and Tennant following their site inspection of the boundary. To consider authorising the Clerk to seek advice from Council legal representatives, in relation to resolving issues surrounding a party wall with a neighbour.
2. To consider advertising the field for livestock grazing and agree an annual rent.