


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 15th February 2023** 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
9th February 2023

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 Meetings held on 18th January 2023 and 6th February 2023 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. Including the following:

- To receive traffic information from the Data tracker deployed on Main Street in late 2022.
- To receive correspondence from residents who are concerned about the number of advertising A boards and signs appearing around the village. To receive an update from BMDC enforcement officers via District Cllr Whitaker, if available. To decide on 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)

To approve the presented list of accounts paid and the month's invoices due for payment, to sign cheques as required.

2. Expenditure Proposals

- a. To note a payment of £200 made by the Clerk to "Late Last Night musicians" for the Coronation event, paid in accordance with financial regulation 5.5 and the delegated authority approved for this purpose. (min ref 21/23 refers)
- b. To ratify a decision made by the Clerk in consultation with the Chairman to authorise Gareth Hopwood to carry out remedial electrical works identified during the EICR at the Pavilion. To approve expenditure of £310 plus vat for the work (Fin Reg 4.5 refers).

- c. To ratify a decision made by the Clerk in consultation with the Chairman to authorise Gareth Hopwood to replace the light fitting sensor at the Pavilion toilets. To approve expenditure of £75 plus vat for the work (Fin Reg 4.5 refers).
- d. To ratify a decision made by the Clerk in consultation with the Chairman to order a replacement defib battery for the Memorial Hall device. To approve expenditure of £346.80 Inc vat (Fin Reg 4.5 refers).
- e. To ratify a decision made by the Clerk in consultation with the Chairman to purchase wooden stakes from Airedale Tree Surgeons Ltd necessary for marking out an allotment plot that required splitting. To approve expenditure of £31.68 Inc vat (Fin Reg 4.5 refers).

3. Bank Reconciliations for February 2023. (Copy of bank reconciliation circulated to Members)

To receive the Bank Reconciliation to 6th February 2023.

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.

22/05117/FUL Craven Heifer Construction of single dwelling on land currently used as car parking for Pub

8) Village Businesses

To receive a verbal report from members of Totally Locally who are concerned about long term viability of village businesses. To decide on any action as necessary.

9) 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 February. To note for information the date of the working party on 5th March at 10:00am to clear the non-functioning Christmas lights from the trees in the car park on Main Street.

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 6th February. To consider the following recommendations, and decide any action as necessary:

- That Council approves the quote of £279.54 from Hiscox for Hoffman Wood Field for 2023.
- That Council re-approves the current table of charges without change, with the exception of the Cricket Club where a contractual change to the rent is due to take place on 1st January. **(Draft circulated to members)**

11) Energy Costs for Council Owned Buildings

To receive quotes for the energy supply options at the Hub building, when current fixed term price contract ends on 15th April 2023. To consider the recommendation of the Finance committee from their meeting held on 6th February 2023, that Council delegates authority to the Clerk to accept the best available 3-year fixed rate deal immediately following this Council meeting. To decide any action as necessary.

12) Coronation Celebrations

To receive an update from the community working group, if available, on progress made with the planning of events to celebrate the coronation of King Charles III.

- a. To formalise the community group as a working group of the Council. Confirming that the Parish Council is the event organiser and responsible corporate body. If approved, to authorise the Clerk to obtain quotes for event cancellation insurance from Zurich.
- b. To consider the use of Pavilion electrical supply during the event and approve any increased associated expenditure as an event cost.
- c. To consider the quotation from Divert Traffic Solutions, for the road closure for the parade. To consider alternative methods of safely delivering the road closure and decide on any action as necessary.
- d. To consider ideas from members of gifts for the community to be presented by the Parish Council to celebrate the coronation. To decide on any action as necessary.

13) Chairman's Remarks and Members' Discussion Forum (Copies of papers circulated to members)

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

- To note for information the School Crossing Patrol coordinator's visit to Addingham scheduled for 22nd February at 3:00pm
- To receive details of the election timetable for elections to be held on 4th May 2023.

- To receive an initial discussion paper from Cllr Wilcox on the Vavasour crest and its use as the Parish Council logo. To decide on any action as necessary.

14) 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 – 15th March 2023 at 7pm, Memorial Hall, Addingham.

15) 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 16 and 17 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.*

16) Staff Salaries

To approve the pay progression for the Clerk to take effect on 1st April, in line with her contract of employment. To sign a confirmation letter for the file.

17) Contractor matters *(Copy of redacted tender submissions circulated to members)*

To consider the tenders received as part of the procurement process for Lengthsman services in the village. To decide on any action as necessary.