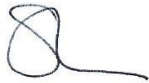


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that the Annual Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 17<sup>th</sup> May 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**

**11<sup>th</sup> May 2023**

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## AGENDA

### 1) **Election of Chairman**

To elect the Chairman to serve until the date of the next Annual Meeting of the Council and to receive a signed Declaration of Acceptance of Office

### 2) **Election of Vice-Chairman**

To elect the Vice-Chairman to serve until the date of the next Annual Meeting of the Council and to receive a signed Declaration of Acceptance of Office

### 3) **Declaration of Acceptance of Office**

To receive confirmation from the Clerk of declarations received in accordance with section 83(4) of the 1972 LGA Act.

To consider any requests from elected members for the acceptance of DoAO during the June meeting.

### 4) **Apologies for Absence**

To receive apologies and approve reasons for absence as notified by Members.

### 5) **Register of Interests**

To confirm interests disclosed to date by re-elected Members, as held in the Register maintained by the Monitoring Officer, and to note registrations of interests to be disclosed by new Members of the Council

*Note: All Members are asked to check requirements set out in the Code of Conduct, and those re-elected are asked to check and confirm with the Monitoring Officer their current Register entry on the website. All Members are required to complete and file a Register entry with the Monitoring Officer within 28 days of taking office.*

### 6) **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.*

### 7) **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

### 8) **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 19<sup>th</sup> April 2023 as a true and correct record, and to receive, for information, the Clerk's report on any matters arising.

### 9) **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 a written report from the Defibrillator custodian.

#### **10) Delegation to Committees, Working Groups and Officers**

- a) To (re)appoint Committees of the Council, (re)appoint member(s) to serve on them, and consider terms of reference for them (*copies of current TORs for Finance and Property & Maintenance Committees available on website, proposed amendments circulated to members*)
- b) To (re)appoint Working Groups of the Council, (re)appoint member(s) to serve on them, and confirm their terms of reference (*copy of proposed amended TORs for the Climate Action Addingham Group circulated to members*)

#### **11) Member Representation on Other Organisations**

To (re)appoint members to serve on other organisations, including, if thought fit, Addingham United Charities, Addingham Community Library, YLCA, Local Council Liaison Group.

#### **12) General Power of Competence**

To receive notice that the Council meets the eligibility criteria for the purposes of section 8(2) of the Localism Act 2011 (General Power of Competence).

#### **13) Meeting Schedule 2023/24**

*(Copy of draft schedule of meeting dates circulated to Members)*

To confirm the dates of meetings in 2023/24.

#### **14) Internal Auditor**

To appoint the Internal Auditor 2023/24

#### **15) Financial Matters**

##### **1. Invoices for payment**

*(Copy of payments schedule circulated 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 receive a quote for £810 plus VAT from Luma lite for a duck motif Christmas light to extend the current stock. To decide on any action as necessary.
- b. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to repair an area in the Memorial Park that has become dangerous following vandalism. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)
- c. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to repair the football pitch after event damage had rendered it dangerous. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)
- d. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to erect a short line of fencing to deter pedestrians and cyclists from using the Pétanque Court as a cut through from Main Street to the park. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)

##### **3. Bank Reconciliations for May 2023. *(Copy of bank reconciliation circulated to Members)***

To receive the Bank Reconciliation to end 5<sup>th</sup> May 2023.

##### **4. Barclays Bank Mandate**

- a. To confirm existing signatories and appoint new signatory to replace outgoing cllr Jerome.
- b. To re-confirm arrangements for the use of BACS in accordance with financial regulation 6.9.

##### **5. Payroll Services 2022/23**

Renewal of SLA for Payroll 2023/24 and to approve authorised signatories to give instructions on the account. That expenditure of £390 be approved for this purpose, and if approved, paid at this meeting.

#### **16) Annual Governance and Accountability Return and Accounts 2022/23**

*(Copies of financial accounts circulated to Members)*

To consider the financial accounts 2022/23 together with the report of the Internal Auditor, and, if thought fit, approve the annual governance statement and accounting statements for signature by the Chairman and Clerk, and the Chairman and Responsible Financial Officer, respectively.

## **17) 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](http://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.*

<b>23/00599/HOU</b>	<b>156 High House Main Street</b>	Partial demolition of and new single storey extension to existing extension and solar panels on garage roof.
<b>23/01119/LBC</b>	<b>1 Hudsons Yard, Main Street</b>	LBC for construction of a Solid oak porch with a flat lead roof and an oak door, previously approved
<b>23/01355/LBC</b>	<b>3 Old Lane</b>	Replacement of existing windows with hardwood painted windows and painted timber front door
<b>23/01159/FUL</b>	<b>The Fleece, Main street</b>	retrospective application from the Fleece for the Installation of canopy over seating area.
<b>23/01160/LBC</b>	<b>The Fleece Main Street</b>	As above for Listed Building Consent

## **18) Coronation Celebrations** *(Copy of report circulated to Members)*

- a. To receive feedback on Coronation Celebration events and decide any further action as necessary. To receive the Clerks financial Summary, if available.
- b. To agree the price for the remaining few Coronation Coins.

## **19) Climate Action Addingham**

*(Copy of draft minutes circulated to Members and available on Council website)*

- a. To receive a proposal from the working group to cover the expenditure associated with website hosting. To decide on any action as necessary.

## **20) Heritage Archive Project**

To receive an update from Cllr Wilcox and Cllr Naylor on the progress made to date and to decide any action as necessary.

## **21) Chairman's Remarks and Members' Discussion Forum**

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

- a. To receive the initial logo ideas, from Cllr Tennant, incorporating the Vavasour crest. To decide on any action as necessary.
- b. To receive feedback from Cllr Naylor from the Local Council Liaison Group meeting, held remotely on 28<sup>th</sup> February. To consider the appointment of Cllr Naylor to represent Addingham Parish Council at the planning protocol revisions meetings. To decide on any action as necessary.

## **22) Land at Parsons Lane**

To receive a request from a neighbouring property for access to make an essential repair to the boundary wall. To decide on any action as necessary.

## **23) 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:

21<sup>st</sup> June 2023 at 7pm, Memorial Hall, Addingham.