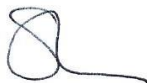


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 21st June 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**  
**15<sup>th</sup> June 2023**

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## 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 17<sup>th</sup> May 2023 and 23<sup>rd</sup> May 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.

### 6) Policies and Procedures of the Council

- a) To consider the Standing Orders with proposed amendments, recommended by the Clerk (*copy of proposed amended document circulated to members*)
- b) To consider the Financial Regulations with proposed amendments, recommended by the Clerk (*copy of proposed amended document circulated to members*)
- c) To reconfirm the Risk management policies of the Council. (*Available on website*)

### 7) 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 ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to prune and cut back foliage on the Silsden Road allotment site to clear the path way between plots 23 and 24. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)
- b. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to reset the toilet pan at the one remaining operational toilet at Sugar Hill. That expenditure of £15 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 a section of drystone wall along Silsden Road following vehicle collision damage. That expenditure of £645 be approved for this purpose. (Fin Reg 4.5 refers). (Expenditure offset in full by third party insurance claim, settled by Esure in May 2023).
- d. To receive a grant funding request from Addingham Garden Friends for £600.
- e. To receive a verbal report from the Clerk regarding necessary changes to internet and telephone provision at the Old School Hub. To consider the proposal and decide on any action as necessary.
- f. To receive quotations from Aquatrust relating to water safety compliance in Council owned buildings together with a recommendation from the Clerk. To decide on any action as necessary.

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

To receive the Bank Reconciliation to end 9<sup>th</sup> June 2023.

### 8) 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 13<sup>th</sup> June. To note for information the date of the next meeting.

### 9) 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 13<sup>th</sup> June. To note for information the date of the next meeting, consider any recommendations, and decide any action as necessary.

**Recommendation(1):** That Council opens a savings account with Redwood Bank and deposits £75,000 in a 95 day high interest account.

**Recommendation(2):** That Council creates an earmarked contingency reserve for the toilet renovation at Sugar Hill by the amount of surplus reported at the year end, in excess of the estimate. If thought fit, the earmarked reserves held by the Council will be as follows:

Reserve name	Amount held
General Reserve	£35,000
MUGA	£10,000
Traffic Calming measures/Road safety initiatives	£10,000
Sugar Hill toilet refurb contingency	£31,900
TOTALS HELD IN RESERVE	£86,900

### 10) Climate Action Addingham

To receive a recommendation from the working group to fund a second distribution of Water Butts, Composters and Waste bins. To consider allocating a £2500 budget for this scheme. To decide on any action as necessary.

### 11) 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.

23/01551/HOU and 23/01552/LBC	99 Main Street	Construction of Sun Room
23/01857/HOU	7 Moor Park Drive	Building up of existing rear extension with new pitched roof

### 12) Addingham Football Club

To receive a proposal from members of the club committee who wish to apply for external grant funding from the FA to improve drainage on the pitch on Stockinger Lane, which is owned by the Council. The club is seeking landlord approval of the grant application and subsequent works. To decide any action as necessary.

### 13) Coronation event

- a) To receive feedback on Jubilee Celebration events and decide any further action as necessary.
- b) To receive the Clerks financial Summary on the expenditure incurred.

- c) To consider a request from the community Gala group for a grant equivalent to the surplus generated during the Coronation weekend. To decide any action as necessary.

**14) Approved local contractor and supplier list (Copy of proposed list circulated to Members)**

To confirm the updated approved local contractor and supplier list.

**15) 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.

**16) Land at Big Meadow Drive**

To receive the Clerk's written progress report on the encroachment issues on the land at the corner of Big Meadow Drive and Browsfield Road. To decide on any action as necessary.

**17) Land at Dawson Crossley Field and car park.**

To consider the Council's position regarding the letting of land at High Mill from the Addingham United Charities. To receive an update from Parish Council appointed trustees on the request for a formal lease agreement to occupy and maintain the land for the benefit of Addingham Residents.

**18) Traffic Consultation**

To receive the Clerks report on the recent traffic consultation and to decide any action as necessary.

**19) 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.

**20) 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: 19th July 2023 at 7pm, Memorial Hall, Addingham.

**21) 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 22 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.*

**22) Correspondence received**

To receive a confidential report from the clerk regarding an item of correspondence received. To decide on any action as necessary.