


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 20th September 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
14th September 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 19th July 2023 and 12th September 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.

- To consider the YLCA briefing paper on the D-Day anniversary (June 2024) and decide any action as necessary.
- To review the correspondence between BMDC and District Cllr Russell regarding the recent works on Back Beck Lane and resultant damage to the Beck and aquatic life. To decide any further action as necessary.

6) Financial Matters

1. Invoices for payment

(Copy of payments schedule circulated 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 August and September made in accordance with the delegated authority approved at the last meeting (minute ref 133/23).

Payee	Amount including VAT	VAT reclaimable
August & September 2023		
BT internet	£43.13	£7.19

British Gas Direct Debit	£64.80	£3.09
British Gas Direct Debit	122.94	£11.20
TAC (Xmas lights)	£2088	£348
Richard Mulligan (Lengthsman)	£1270	
ERG Facilities (jetting blocked drains)	£294	£49
Olicana Cleaning	£15	
Addingham Newsagents	£41.60	
BMDC July Salaries Direct Debit	£3274.09	
Scottish Water (Sugar Hill)	£97.17	
H & J Adams (consumables)	£25	

2. Expenditure Proposals

- a. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to mow a meter strip along the southern edge of the Football pitch at Stockinger Lane. That expenditure be approved for this purpose. (Fin Reg 4.1 refers)
- b. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to dig two test holes in the French drain for inspection purposes along the western edge of the Football pitch at Stockinger Lane. That expenditure be approved for this purpose. (Fin Reg 4.1 refers)
- c. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to jet the blocked drains at the Pavilion and Scout Hut at Stockinger Lane. That expenditure of £294 including VAT 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 appoint a contractor to repair the loose flags at the entrance to the MUGA. It should be noted that the council agreed in November 2022 to monitor the condition of the path (min ref 85/22 refers). That expenditure be approved for this purpose. (Fin Reg 4.1 refers)
- e. To ratify a decision made by the Clerk in consultation with the Chairman to instruct Keighley Tree Services to undertake tree works necessary to cut back the group of trees to the east of the football field at Stockinger Lane. That expenditure of £888 including VAT be approved for this purpose. (Fin Reg 4.5 refers)
- f. To ratify a decision made by the Clerk in consultation with the Chairman to instruct Turners Garden Machinery to repair the Council lawn mower. That expenditure of £156.17 be approved for this purpose. (Fin Reg 4.5 refers)
- g. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a contractor to rebuild the wall end at the Silden Road park entrance. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)
- h. To ratify a decision made by the Clerk in consultation with the Chairman to appoint a contractor to repair a damaged section of mesh at the MUGA. That expenditure be approved for this purpose. (Fin Reg 4.1 refers)
- i. To ratify a decision made by the Clerk in consultation with the Chairman to appoint Hopwood Electrical Contractors to inspect and service the token box for the MUGA lights. That expenditure be approved for this purpose. (Fin Reg 4.1 and 4.5 refers)
- j. To consider the revised quote from Hadfield printers of £2288 to increase the number of copies of the village Newsletter by 50. This has become necessary following an audit of addresses and an increase in homes that require a copy. (Previous quote accepted was £2242 min 139/23 refers)
- k. To consider the replacement of a bench on the footpath behind the Primary School, following the removal of the previous bench by the WI, in accordance with the Council's memorial bench policy. If thought fit, that £631.77 plus VAT be approved for this purpose and that the Clerk be authorised to incur expenditure necessary to install the bench.
- l. To receive a grant request from Totally Locally for £1209.50 plus VAT for the generator hire at the Christmas Market.

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

To receive the Bank Reconciliation to end 11th September 2023.

7) 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 12th September 2023. To note for information the date of the next meeting, consider any recommendations, consider any recommendations, and decide any action as necessary including:

Recommendation (1): That Council approves a scheme to remove the 30 fence posts and chain at The Green and replaces them with a hedgerow. That the scheme is developed with advice from Addingham Environment Group.

Recommendation (2): That Council seeks the removal of the bus stop and associated signage now that the bus route no-longer uses Skipton Road.

Recommendation (3): That Council discusses with the Civic Society the possibility of repairs and restoration of the Best Kept Village Sign on The Green.

Recommendation (4): That Council seeks the view of Highways officers to re-direct the public footpath in a

straight line to the corner of Skipton Road (north) as it crosses School Lane.

Recommendation (5): That Council continues to provide areas within the village for management as wildflower areas. That proposals from Addingham Environment Group to collaborate with the Yorkshire Dales Millenium Trust to further enhance the biodiversity value of these areas be fully endorsed.

Recommendation (6): That Council works with the Addingham Environment Group to improve residents' understanding of the Old Station Way wildflower meadow and its value and purpose from a biodiversity perspective. That information is made available in the Spring 2024 Village Newsletter. It was further recommended that the Parish Council remind BMDC of the instructions for the mown margins for this area.

Recommendation (7): That Council approves a proposal for a larger commercial waste bin at the Pavilion Site. That expenditure of £794.04 for this is approved and the reoccurring nature of this expense is considered during budget setting meetings.

8) Climate Action Addingham

To note the date of the next meeting on 25th September 2023.

To approve a scheme of delegation to the Clerk to incur event expenditure of up to £150 for Hall hire and refreshments for village meeting on 16th November 2023.

9) 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.

23/02815/HOU	24 St Pauls Rise	Single storey, Side extension
23/02900/LBC	Overgate Croft, Cocking Lane	Alterations to remodel the interior, and external alterations to an existing door, roof, and sunroom fenestration
23/02709/HOU	Croft Cottage, Sugar Hill	porch extension to east elevation
23/02339/FUL	Public Toilets at Sugar Hill	External alterations to privacy walls and new ramp to create level access
23/03295/HOU	63 Moor Park Drive	Works to facilitate a garage conversion

10) Village Events

To consider Remembrance Sunday (12th November) and the Christmas Market and Light Switch on (Saturday 25th November). To receive Martyn's Law factsheet and consider its contents in relation to public safety at PC events.

11) Nature Reserve

To receive a verbal report from Cllr Smith regarding:

- The condition of the boundary fencing at the Nature Reserve.
- The requirement for professional woodland management of the entire area.

12) MUGA

To receive a verbal report from the Clerk regarding the MUGA lights. That the token box, which can be used to power the lights by users is no longer working. To receive a quote, if available from Hopwood Electrical Contractors to supply and fit a new token meter and install an override switch. If the quote is unavailable, approve a scheme of delegation to the Clerk to incur expenditure for this purpose. To decide on any action as necessary.

13) Chairman's Remarks and Members' Discussion Forum

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

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: 18th October 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 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) Report on Clerks time spent on recent correspondence

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