


ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 18th October 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
12th October 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 20th 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.

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.

2. Expenditure Proposals

- a. To ratify a decision made by the Clerk in consultation with the Chairman to instruct a locksmith to make an emergency visit to the Pavilion to secure the building following an attempted break in. That expenditure of £150 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 repair a door opening at the Pavilion to secure the storeroom following an attempted break in. 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 replace a fire extinguisher that was deliberately damaged during an attempted break in at the Pavilion storeroom. That expenditure be approved for this purpose. (Fin Reg 4.5 refers)

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

To receive the Bank Reconciliation to end 9th October 2023.

4. Monitoring Statement to 30 September 2023. (Copy of monitoring statement circulated to Members)

To receive the monitoring statement to 30th September 2023.

7) 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 10th October 2023. To note for information the date of the next meeting, consider any recommendations, and decide any action as necessary.

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 10th October 2023. To note for information the date of the next meeting, consider any recommendations, and decide any action as necessary.

9) Sugar Hill Public Toilet renovation project

- a. To receive a draft contract specification and if thought fit, instruct the Clerk to publish the invitation to tender.
- b. To receive a quote from Roost Architects for £750 plus VAT to support with the appointment of a contractor. This would result in a signed contract between the Parish Council and a contractor. Including selecting interested contractors, tendering the building work, contractor interviews, tender appraisals, and contract setup. To decide any action as necessary.

10) Policies of the council

- a. To consider the adoption of the Pension policy with proposed amendments, recommended by the Clerk *(copy of proposed amended document circulated to members)*
- b. To consider the adoption of the Biodiversity policy, recommended by the Clerk *(copy of proposed document circulated to members)*

11) Addingham Public Car Parks

To receive correspondence from BMDC regarding the possible disposal of the car parks on Main Street and Bolton Road. To decide any action as necessary.

12) 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.

23/03594/PNH	30 Moor Park Drive	Single storey rear extension
23/03429/VOC	Craven Heifer	Variation of condition 2 (plans) of planning application ref: 22/05117/FUL

13) Village Events

- a. To consider the quote of £1475 for the road closure at the Light Switch on (Saturday 25th November) and decide any action as necessary.
- b. To consider a request from Addingham Singers to join the Brass Band and perform carols while the crowd gathers and during the short service.

14) Nature Reserve

To receive an estimate from Cllr Flesher for the replacement of the fence posts and short fence line at the Nature reserve.

15) Annual Governance and Accountability Return 2022/23

To receive a report from the Clerk following the conclusion of the Audit.

16) Closure of Addingham Post Office

To receive an update, if available, on the Post Office's response to the Councils request for them to provide a replacement service once the Addingham Post Office closes in Spring 2024. To decide any action as necessary.

17) Chairman's Remarks and Members' Discussion Forum

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

- To include a discussion on the services offered for young people and to consider appointing a member to attend District Youth Offer meeting and lead new initiatives.
- To invite all councillors who are not members of the Property and Maintenance committee to attend the Village Clean up morning on Saturday 21st October, 9am – 11am at Silsden Road Park.

18) 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 November 2023 at 7pm, Memorial Hall, Addingham.