


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 13<sup>th</sup> December 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**  
**7<sup>th</sup> December 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 15<sup>th</sup> November 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 consider a donation of up to £200 to the Air Cadets in recognition of their contribution to the remembrance Sunday outdoor service.
- b. To consider a donation of up to £200 to the Skipton Brass band in recognition of their contribution to the Christmas Light switch on event.
- c. To ratify a decision made by the Clerk in consultation with the Chairman to remove fly tipped items from the Nature Reserve and pay for their correct disposal. That expenditure of £24 be approved for this purpose. (Fin Reg 4.5 refers)
- d. To receive the quote from BMDC for £240 for the inspection of trees at two locations on Silsden Road. To decide any action as necessary

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

To receive the Bank Reconciliation to end 11<sup>th</sup> December 2023.

**7) Insurances 2024 (copy of quote attached for members)**

To receive quotations for renewal of the insurances 2024, noting for information the resolution of Council in 2021 to enter into a long-term agreement with Zurich. (min ref 135/21 refers)

**8) Public Toilets at Sugar Hill**

To consider the tenders received as part of the procurement process for the refurbishment of the toilets at Sugar Hill. To decide on any action as necessary.

**9) Budget and Precept 2024/25**

*(Copies of Monitoring Statement, draft Budget Statement and Action Plan with CIP, draft minutes and draft Grants policy attached for members)*

To receive a draft of the Budget Statement, together with the draft Action Plan & Capital Investment Programme 2024-27, and decide on action, as required regards the setting of the Budget and Precept 2024/25 and consider the following matters for decision:

- A) Approval of the final draft of the 3-year Action Plan and Capital Investment Programme
- B) Approval the Insurance arrangements for 2024
- C) Approval of the list of regular payments for 2024 *\*excluding salaries and contractors*
- D) Approval of the Precept demand to be sent to the billing authority.
- E) Approval of the budget for 2024/25

**10) 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.*

23/04146/HOU	5 Shearing Path	Retrospective application for construction of of timber fence over 2.0m in height to South facing boundary
23/00081/APPFL2	Horn Crag Quarry	Appeal to Sec of State re: re-opening
23/04329/HOU	13 Moor Lane	2 storey side extension

**11) Policies and Procedures of the Council(copies attached for members)**

- 1) To review the Publication Scheme and if thought fit, to reconfirm the adoption of this statutory policy, as recommended by the Clerk.
- 2) To review the Recording of meeting policy and if thought fit, to reconfirm the adoption of this policy, as recommended by the Clerk.
- 3) To review the Conduct at meetings guidance, and if thought fit, to reconfirm the adoption of these rules, as recommended by the Clerk.
- 4) To review the Risk Assessment Policy, and if thought fit, to reconfirm the adoption of this policy, as recommended by the Clerk. *Note: this is an audit requirement*

**12) Village Events**

To receive an update from the Clerk regarding Christmas Lights switch on and consider any recommendations for future events and decide any action as necessary.

**13) Village Newsletter Spring Edition**

To receive a progress report from the Clerk and decide any action as necessary including contribution of articles from members.

**14) Chairman's Remarks and Members' Discussion Forum**

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

**15) 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:  
17<sup>th</sup> January 2024 at 7pm, Memorial Hall, Addingham.

#### **16) 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 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.*

#### **17) Staffing**

To receive the recommendation from the Finance Committee, held in October 2023, in respect of the schedule of salaries and contractor costs for 2024/25. To decide any action as necessary.