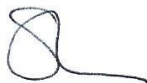


# ADDINGHAM PARISH COUNCIL

NOTICE IS HEREBY GIVEN that a Meeting of Addingham Parish Council will be held in **The Memorial Hall, Addingham** on **Wednesday 20<sup>th</sup> March 2024** 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**  
**14<sup>th</sup> March 2024**

## 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 21<sup>st</sup> February 2024 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.

- BMDC budget approval and the implications for Addingham residents. Including, but not limited to, car parks, Golden Butts road, land for disposal/housing.

### 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 ratify payments made by the Clerk during March made in accordance with financial regulation 5.5

Payee	Amount including VAT	VAT reclaimable
Philip Environmental	£354	£59
Valley Signs	£345	
Gallagher Insurance (Hiscox)	£284.74	

#### 2. Direct Debit

To receive a recommendation from the clerk that the payments to Scottish Water, for supply to the Pavilion, The Old School, and Sugar Hill toilets be made via direct debit. To decide any action as necessary.

**3. Bank Reconciliations for March 2024. (Copy of bank reconciliation circulated to Members)**

To receive the Bank Reconciliation to end **XX** March 2024.

**7) Audit 2023/24**

To review financial records including the updated Asset Register, financial procedures and internal control systems in preparation for the year-end audit 2023/24 (*Financial Procedures available on website; checklist attached*)

**8) Climate Action Addingham**

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

To receive the draft minutes of the CAA working group meeting held on 6<sup>th</sup> March 2024. To consider any recommendations, and decide on any action as necessary.

**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 12<sup>th</sup> March 2024. To note for information the date of the next meeting, consider any recommendations, and decide on any action as necessary.

1. That Council approves the list of Fees and Charges as recommended.

**10) 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 12<sup>th</sup> March 2024. To note for information the date of the next meeting.

**11) Emergency planning and response**

To review the Parish Council response in light of the recent serious road traffic collision on the bypass and subsequent traffic chaos through the village. To consider community resilience and emergency planning and to decide on any action as necessary.

**12) Highways Issues**

To consider the Speed Limit Order (SLO) application process and cost, clarified by the Clerk following the last meeting. To note the delay in installing the gateway treatments whilst the SLO process is followed. To decide on any action as necessary.

**13) 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.*

24/00679/HOU	6 Southfield Road, Addingham	Re-working of the front, ground floor, bay window
24/00900/LBC & 24/00899/HOU	Robinsons Farm 8 Smithy Greaves	Single storey glazed link extension. Works to facilitate the conversion of the garage to form ancillary accommodation
24/00764/HOU	17 Jonathan Garth	Garage conversion including extension to front and single storey rear extension to replace conservatory
24/00270/LBC	1 Kitty Fold	Addition of 10 solar panels onto the modern section of roof
24/00825/HOU	30 Moor Park Drive	Construction of single storey side and rear extension
24/00765/LBC	7 Old Lane, Addingham	Replacement of front door and frame

**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> April 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 matters**

### **1. Recruitment of Clerk**

- To receive a verbal report from the interview panel, together with their recommendation for appointing a candidate.
- To discuss any confidential matters relating to candidates.
- To make an appointment if a suitable candidate is recommended by the interview panel.
- To instruct the Clerk to notify the successful candidate and deal with contractual matters pertaining to new employees.

### **2. Appointment of RFO**

- Subject to the successful appointment of a new Clerk, that Council makes arrangements with the current post holder for handover of equipment and training of the newly recruited colleague. That Council approves an overtime budget for this, to be paid to Sallie Lloyd, if hours worked in April exceed those contracted.
- That Council approves the amendments to the staffing contract of Sallie Lloyd as recommended by the Finance Committee during its meeting held on 12<sup>th</sup> March 2024, and issues the letter forthwith.

### **3. Salaries**

To approve the pay progression for Sallie Lloyd to take effect on 1<sup>st</sup> April, in line with her contract of employment. To sign a confirmation letter for the file.