

Lothersdale Parish Council

Clerk - Andrew Mallinson, 6 Roeburn Close, Bradford, BD6 3EF
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5th May 2016

To members of the council, you are hereby summoned to attend the meeting of Lothersdale Parish Council, to be held on Thursday 12th May 2016 at 7.30pm in the Club House for the purpose of transacting the following business.

Members of the public may address the council prior to the meeting. (Maximum total time allowed of **15 minutes**), but may not speak when the council is in session unless invited to do so by the chairman. Recording is allowed at Parish Council meetings which are open to the public, please give due regard to the Council's protocol on audio/visual recording and photography at public meetings, a copy of which is available to download from the web site. Anyone wishing to record is asked to contact, prior to the start of the meeting, the clerk whose details are at the top of the agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

AGENDA

1. **To receive nominations and election of Chairman**

Chairman's declaration of acceptance of office to be signed

2. **To receive nominations and election of Vice Chairman**

3. **Apologies:** to consider apologies for absence from members

4. **Disclosures of Interest**

(a) To record any Councillors disclosable pecuniary interests (DPI) in relation to items on this agenda. Councillors are to declare any disclosable pecuniary interests that they may have in items appearing on this agenda (section 30 (3) Localism Act 2011, appendices A and B)

(b) To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. (Applications for this must be made in writing to the clerk prior to the meeting)

5. **Minutes**

Recommendation: To accept the minutes of the meeting held on 14th April 2016.

6. **Reports from invited guests**

7. **Village maintenance contract**

(Clerk) *Due to the nature of the item under standing order 10 (xi) it may be necessary to exclude members of the public and the press.*

Item differed from April meeting.

An advert has been placed in the Craven Herald requesting anyone wishing to tender for the village maintenance contract should contact the clerk. The closing date for this was the 7th April. The clerk will give verbal feedback on the responses. The contract was for a three year period and included general maintenance and a grass cutting schedule.

Recommendation: That a suitable person or company is selected from the tendering process to carry out the maintenance work for a three year period, as per the agreed budget.

8. **Permission to use the Recreational field**

(Cllr Cullen) To consider an application from a resident to use the recreational field to hold fitness classes, using both the field and the MUGA on occasions. Further details will be provided at the meeting.

Recommendation: That consideration be given as to the appropriate use of the recreational field and that the applicant be notified of the outcome of the council's decision.

9. Woodland Trust funds

(Cllr Cullen) A verbal update will be given on progress in formulating a management group, the funding application and future events.

Recommendation: That councillors note the progress that has been made.

10. Play equipment

(Cllr Cullen) The main play equipment item in the recreational field is continuing to fail and requires attention. Options to do this include replacing, refurbishing and / or installing additional items.

Recommendation: That Councillors consider the best approach, giving due regard to health and safety and play provision for children in the village.

11. Risk assessment policy review

(Clerk) The council risk assessment policy is reviewed annually as part of best practice and to demonstrate effective controls are in place.

Recommendation: That any amendments are made to the policy as part of the annual review.

12. Review of the accounts for 2015/16

(clerk) In line with the new audit procedures the council must complete its governance statement prior to the accounts going to the audit.

Recommendation: That the annual governance statement (section 1) is completed accordingly.

13. Finance

Recommendation: To agree the accounts for payment as tabled or presented at the meeting.

Payee	Cheque No.	Details	Amount
A Mallinson	300045	Clerks wages April	£200.49
HMRC	300046	PAYE	£45.60
Mr E Cullen	300047	Purchase plants	£89.94
Lothersdale Village Trust	300048	Inv 42 room hire	£42.00
		Total	£378.03

14. Planning

(Any applications received by the clerk after publishing the agenda will be tabled at the meeting)

Recommendation: To put forward comments to CDC planning department on recent applications.

Planning Ref No.	Site Location	Brief Description of Proposal	Comments
53/2016/16775	Stansfield House, 12 Rook St.	Listed Building Consent Application To Partially Rebuild Existing Bay Window	
53/2016/16877	Lothersdale recreational field	Works to various trees	

15. Correspondence (For information and to inform future agenda items)

16. Members community reports (For information only)

To accept reports of minor items from Councillor's and inform future agenda items

17. To agree and note the time and date of the next Parish Council Meeting

Recommendation: That the next meeting is to be held on Thursday 9th June 2016 at 7.30pm in the Club House.

A Mallinson (Clerk to the Council)