

Cowling Parish Council

Clerk: - A Mallinson, High Bobbin Mill, Green Lane, Keighley, BD22 0QP. Tel. 07971 274785

28th November 2017

To members of the council. You are hereby summoned to attend the meeting of Cowling Parish Council, to be held on Monday 4th December 2017 at 7.00pm at Saint Andrews Church for the purpose of transacting the following business.

A Mallinson (Clerk to the Council)

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 on the agenda. We ask that any recording is clearly visible to anyone at the meeting and that it is non-disruptive.

AGENDA

1. **Apologies:** to consider apologies for absence from members
2. **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, decide 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)
3. **Minutes**

Recommendation: To accept the minutes of the Parish Council Meeting held on the 6th November 2017.
4. **Clerk and Lengthsman report on actions taken**

A verbal update will be given at the meeting
5. **Reports from invited guests**
6. **Friends of Middleton and Ickornshaw residents group (FMI)**

The chairman of the group will provide an update on the scheme to have installed a new piece of play equipment at Middleton.

Recommendation: A) That the group are congratulated on the progress that they are making to provide new play equipment at Middleton.
B) That the location of the latest piece of equipment is agreed by Council.
C) That the suggested improvements to the entrance gate are approved.
7. **Highways improvements**

Mr John Hunter from NY police will be attending the meeting to answer questions related to speed cameras and highways safety issues.
8. **Christmas lights storage**

(Cllr Rogerson) To consider options for the storage of the festive lights

Recommendation: A) That the lights be stored at the Harlequin Restaurant or **B)** That the lights are stored in Bradford where they will be cleaned and tested.
9. **Policy for the use of recreational spaces owned by the Parish Council**

A draft policy has been circulated to Councillors for consideration and any suggested amendments.

Recommendation: A) That any amendments are incorporated into the new policy covering the use of recreational spaces.
B) That current users of the recreational field are informed of the new policy.
C) That signs be placed at all open spaces owned by the Parish Council to inform residents of the policy as well as using the web site, notice boards and the village newsletter.

10. Contribution for Remembrance Day wreaths

To make a contribution to the Royal British Legion for supplying 2 wreaths for this years' service. The council has previously granted £100 with funds being provided from the section 137 budget.

11. SLCC & ALCC membership

(Clerk) The annual subscription is now due for the Society of Local Council Clerks and the Association of Local Council Clerks of which the clerk is a member.

Recommendation: That the clerk's membership continues with the SLCC & ALCC at accost of £145

12. Budget process

(Clerk) The budget is set in January 2018 and ahead of this there is an opportunity for Councillors to discuss future projects for the following financial year. Taking into consideration future projects a budget will be prepared.

Recommendation: That the finance and staffing working group meet to formulate the budget ahead of the January meeting.

13. Finance

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

Payee	Cheque No.	Details	Amount
A Mallinson	201598	November wages	£473.02
S Mason	201599	November wages	£256.00
HMRC	201600	PAYE	£182.20
Saint Andrews Church	201601	Donation for storage of Xmas lights	£50.00
SLCC	201602	Membership renewal	£145.00
Royal British Legion	201603	Donation for 2 wreaths	£100.00
P.D. Inman	201604	Electrical work for Christmas Lights	£198.00
Green Valley Arborists Ltd	201605	To carry out works to trees as previously agreed.	£1,800.00
		Total	£3,204.22

14. Planning

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

Planning Ref No.	Site Location	Brief Description of Proposal	Comments
2017/18683/FUL	Higher Stone Head Farm	Construction of agricultural farm building to accommodate animals and machinery	

15. Verbal reports from working groups and committee reps

- a) Planning and Environment
- b) Residents Groups
- c) Recreation Ground Group
- d) Mapping and Assets
- e) Finance and Staffing (under standing order 66 it may be necessary to exclude the public)
- f) Festive lights
- g) Allotments

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

17. Members community reports (For information only)

To accept reports of minor items from councillors and inform future agenda items

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

Recommendation: That the next meeting is to be held on Monday 8th January 2018 at 7pm at Saint Andrews Church.