

Cowling Parish Council

Clerk: - A Mallinson, 9 Roeburn Close, Bradford BD6 3EF. Tel. 07971 274785

2nd May 2017

To members of the council. You are hereby summoned to attend the Annual meeting of Cowling Parish Council, to be held on Monday 8th May 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. **Nomination and election of chairman**

Chairman's declaration of acceptance of office to be signed

2. **Nomination 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, 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)

5. **Minutes**

Recommendation: A) To accept the minutes of the Annual Parish Meeting held on the 3rd April 2017.

B) To accept the minutes of the meeting held on 3rd April 2017.

6. **Clerk and Lengthsman report on actions taken**

A verbal update will be given at the meeting

7. **Reports from invited guests**

8. **Co-option on to the Parish Council**

Council to consider an application from Mr Mike Rogerson for the position of Parish Councillor

Recommendation: That Mr Rogerson is accepted, or otherwise, as a Parish Councillor with immediate effect.

9. **To appoint Councillors to working groups.**

(clerk) To select and approve Councillors onto specific working groups.

(Paperwork circulated to Councillors prior to the meeting)

10. **Review of the accounts for 2016/17**

(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.

11. **Insurance renewal**

Came and Company are the current preferred insurance company and the policy ends on 1st June with a renewal premium of £831.86 for 1 year or £790.27 for a 3 year period.

Recommendation: That Came and Company are selected as the insurance company for 2017/18 or for a 3 year period.

12. Annual review of Risk Assessment policy

To consider any amendments to the policy.

Recommendation: That any suggested amendments are incorporated in to the document

13. Gala funding request

To consider a grant application for the 2017 gala

Recommendation: To support, or otherwise, the funding request from the gala committee.

14. Drainage at main recreational field

Councillors to consider options presented by JBA Consultants to rectify flooding issues on the field.

Recommendation: That the appropriate options are chosen as the next steps with associated costs coming from reserves.

15. Parish Council owned allotments

Councillors to consider issues relating to the allotments –

A) The best use of plots 5 & 6 now that they have become vacant and any further refurbishment of gates and fences.

B) The production of a risk assessment document in line with health & safety & the insurance.

C) A request from a tenant to have agreements in joint names rather than singularly.

16. Finance

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

Payee	Cheque No.	Details	Amount
A Mallinson	201550	April wages	TBA
S Mason	201551	April wages	TBA
HMRC	201552	PAYE	TBA
YLCA	201553	Inv 617-1617 Folder dividers	£13.00
CDC	201554	Inv Election expense 2016 (uncontested)	£120.00
		Total	£133.00

17. 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
22/2017/17966	Moorview, Gill Lane	Sunroom extension	
22/2017/17999	Moorview, Lane Ends Lane	Regularisation of discrepancies between existing & approved application 5/22/275 in 1984	
22/2017/17934	Fleet Farm	To vary condition No2 to ref 22/2016/17178 to reduce ground floor levels.	
22/2017/17958	Middle House Farm, Park Lane	Portal framed agricultural building	
22/2017/17830	Bank Farm, Main Street, Ickornshaw	Significant pruning of trees	

18. Verbal reports from working groups and committee reps

- Planning and Environment
- Residents Groups
- Recreation Ground Working Group
- Mapping and Assets
- Finance and Staffing (under standing order 66 it may be necessary to exclude the public)
- Festive lights
- Allotments

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

20. Members community reports (For information only)

To accept reports of minor items from councillors and inform future agenda items
(pro forma sheet circulated for councillors to complete prior to the meeting with any issues)

21. 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 5th June 2017 at 7pm at Saint Andrews Church.