



**Clerk: Ms E Haskins, 174 Bradford Road, Shipley BD18 3DE
Tel: 01274 408472; Email: haskinseve@gmail.com**

Next monthly meeting of
Sandy Lane Parish Council
to be held on remotely via Zoom on
Monday 11 May 2020 at 6.00pm

*These meetings are open to the public
and the press and public are invited to attend
If you wish to attend this remote meeting,
please contact the Clerk on the details above for the meeting ID*

Agenda

1. To receive apologies for absence.
2. Declarations of interest:
 - a. To receive declarations of interest from councillors on items on the agenda;
 - b. To receive written requests for dispensations for disclosable pecuniary interest;
 - c. To grant any requests for dispensation as appropriate.
3. To confirm the minutes of previous meeting held on 9th March 2020 as a true and correct record.
4. Public forum – Chair to invite questions and suggestions from members of the public for a maximum of 15 minutes.
5. To receive representation from the local Ward Officer/Ward Councillors.
6. To ratify the following decisions taken remotely due to the Covid-19 crisis:
 - a. Cancellation of summer event;
 - b. Purchase of Zoom for remote meetings;
 - c. Continuation of holders of roles of Chair and Vice-Chair, to ensure business continuity.
7. To receive information on the following ongoing issues and decide further action if necessary:
 - 7.1 Traffic issues;
 - 7.2 Website.
8. Planning issues
 - 8.1 Current planning applications:
 - a) Application 20/01050/HOU: replace existing garage with double garage and first floor games room/office at 78 Deanwood Avenue, Sandy Lane;
 - b) Application 20/01262/HOU: two storey side extension at 21 Acacia Drive, Sandy Lane (all plans can be viewed on Bradford Council's website).
 - 8.2 Notifications of planning decisions by Bradford Council:
 - a) Application 20/00163/HOU: formation of new roof including loft space and

construction of rear first floor extension at 20/00163/HOU 81 Dale Croft Rise - **granted** (Parish Council objected to this application).

- b) Application 19/05152/FUL: retention of boundary fence including amendments to reduce height and add trellis at Crunwelle Court – **refused** (Parish Council had no objection to this application).

8.3 Local Development Plan: To consider any updates from the LDP.

9. Financial matters:

9.1 To consider the insurance cover provider for 2020-21.

9.2 To receive an update on the 2019-20 Annual Return, including the approval of the internal auditor.

9.3 To receive an update on tax rebate claim for 2019-20 (£1112.11 requested).

9.4 To review internal financial controls.

9.5 To approve any accounts for payment at this meeting, including the following:

- a. Bradford Council for salaries for April 2020 (£651.62);
- b. Bradford Council VAT for payroll charge (£60.00);
- c. Yorkshire Local Councils Associations for annual subscriptions (£710.00);
- d. Clerk's reimbursement (£102.72) for stamps (£9.12), March newsletter delivery (£60.00) and defibrillator pads (£33.60);
- e. Anthony Clark for gardening work (£75.00);
- f. BHIB Ltd for annual insurance (£364.74);
- g. Clerk's reimbursement for Zoom (£143.88).

9.6 To ratify the following accounts for payment, signed remotely due to the Covid-19 crisis:

- a. Bradford Council for salaries for March 2020 (£833.33);
- b. Anthony Clark for contracted gardening work (£75.00);
- c. Shipley Print for March newsletters (£295.00).

10. Mandatory documents reviewed annually:

10.1 To adopt Standing Orders (amended to include remote meeting information).

10.2 To review and adopt the following policies: Code of Conduct, Complaints Procedure, Disciplinary Policy, Equality and Diversity Policy, Financial Regulations, Financial Risk Assessment, Grievance Policy, and Privacy Policy.

10.3 To approve Asset Register of Parish Council.

11. To review and confirm the bank mandate of Parish Council.

12. To review the Parish Council's subscriptions: currently YLCA and SLCC.

13. To agree a date for the Clerk's annual appraisal, at which Clerk's contract to be reviewed and signed (last appraisal was in June 2019).

14. Correspondence received

- Emails from YLCA re coronavirus information, White Rose publications, training, etc.;
- Emails from Ward Cllrs re Zoom meetings, litter bins, traffic etc.

15. To identify items for inclusion in the agenda of the next meeting (to include approval of annual return and standing item of traffic).

16. To confirm the date of the next Parish Council meeting, to be held remotely on Monday 8 June 2020 at 6.00pm.

Eve Haskins (CLERK), 