

# Washburn Parish Council

Clerk: Dr Jason Knowles MILCM  
Postal Address: 11 Wrenbeck Drive, Otley, LS21 2BP  
E-mail: [washburnpc@gmail.com](mailto:washburnpc@gmail.com)

## To All Members of the Parish Council

Notice is given that the Annual Meeting of the Council will be held in  
**Norwood Social Hall, Norwood**  
**at 7.15pm on**  
**Monday 20th May 2019**



**Dr Jason Knowles**  
**Parish Clerk**  
**11<sup>th</sup> May 2019**

## **PUBLIC PARTICIPATION**

**Notice is given that at the start of this meeting 15 minutes will be set aside for members of the public to address the committee on matters relevant to the meeting within the following rules:**

- (a) Members of the public wishing to speak are to have given prior notice to the Parish Clerk**
- (b) Any member of the public invited to speak will be permitted to speak for no more than 5 minutes**
- (c) In the event of more than 3 members of the public wishing to address the committee then priority will be determined by subject matter**

## **AGENDA**

- 1. Election of Chair and Vice-Chair:** Nominations will be received for the Election of Chair and Vice Chair, followed by the signing of the Declaration of Acceptance
- 2. Apologies:** Members will be asked to resolve to accept tendered apologies

Cllr. Christine Ryder – Chair  
Cllr. Jacqueline Davison – Vice Chair  
Cllrs. Martyn Ainsley, Howard Barker, Andrew Campbell, Graham Hebblethwaite, Ann Johnson, Stephen Ryder,  
Fiona Walkinshaw, Kevin Wilson

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- 3. Declarations of Interest:** Members will be asked to disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct
- 4. Minutes for approval:** Members are asked to approve for accuracy only the Minutes of the meeting of: 4<sup>th</sup> March 2019
- 5. General Matters arising from the Minutes:** Members to discuss matters arising from the minutes of the meeting
- 6. Annual Governance Statement:** Members will be asked to approve the Annual Governance Statement
- 7. Annual Accounting Statement:** Members will be asked to approve the Accounting Statement for 2018/19
- 8. Standing Orders:** Members will be asked to adopt the Standing Orders
- 9. Risk Assessment and Asset Register:** Members will be asked to approve the Risk Assessment and Asset Register
- 10. Insurance:** Members will receive details and resolve the council insurance for 2019-2020
- 11. Code of Conduct:** Members will be asked to approve the Code of Conduct
- 12. Police Matters:** Members will receive an update on crime data
- 13. County and Borough Matters:** Members to receive an update on county and borough matters
- 14. Plans considered since last meeting:** Members are asked to note the attached comments

Cllr. Christine Ryder – Chair  
Cllr. Jacqueline Davison – Vice Chair  
Cllrs. Martyn Ainsley, Howard Barker, Andrew Campbell, Graham Hebblethwaite, Ann Johnson, Stephen Ryder,  
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- 15. Planning Application Decisions:** Members are asked to note the attached decisions
- 16. Correspondence received:** Members to be informed of correspondence to the Council since the previous meeting
- 17. Billy Lane:** Members are to be given a verbal update on the current position with the lane
- 18. Highways Issues:** Members to report on any Parish highways issues
- 19. Maintenance:** Members to receive an update on maintenance issues
- 20. Finance:** Members will be asked to approve details of accounts paid
- 21. Next Meeting:** Members to be informed of the date, time and venue of next meeting of Council

Cllr. Christine Ryder – Chair  
Cllr. Jacqueline Davison – Vice Chair  
Cllrs. Martyn Ainsley, Howard Barker, Andrew Campbell, Graham Hebblethwaite, Ann Johnson, Stephen Ryder,  
Fiona Walkinshaw, Kevin Wilson