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Minutes for the 1262nd Meeting of Ripponden Parish Council

Held at Ryburn United FC, Ripponden, on Thursday 19th September 2024 at 7:15pm.

Councillors summoned: Cllrs A Naylor (Chair), C Johnson (Vice-Chair), G Carter, K Naylor, C Green, J Crossley, A Greenwood, P Hunt, G Potts, G Whitworth, J Matthews, R Thornber.

	<p>1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.</p> <p>No audio or visual recordings made.</p>
	<p>2. To receive apologies for absence and lateness.</p> <p>Apologies were received from Cllrs GW, CJ, GP, GC (lateness: arrived 20:30), PH (lateness: arrived 19:29), RT (lateness: arrived 19:48)</p> <p>Absent: JM</p>
	<p>3. Garden Competition Presentation.</p> <p>The Garden Competition prizes were presented to Lorna Denton for a medium garden, Roger Greenwood for a small garden, Charlotte Crossley for hanging baskets and containers, with a special achievement award for the Brownies.</p>
	<p>4. Public Participation: an opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.</p> <p>None.</p>
24/25 – 19243	<p>5. The council resolves to accept the summons calling this 1262nd meeting of the Ripponden Parish Council.</p> <p>Proposed by Cllr AG. Seconded by Cllr CG.</p> <p>RESOLVED: that the council accepts the summons calling this 1262nd meeting of the Ripponden Parish Council.</p>
24/25 – 19244	<p>6. To accept the minutes of the 1261st Meeting held on Thursday 22nd August 2024.</p> <p>Proposed by Cllr KN. Seconded by Cllr JC.</p> <p>RESOLVED: that the minutes of the 1261st Meeting held on Thursday 22nd August 2024 be accepted as a true and correct record.</p>

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	7. To receive Parish Councillors' declarations of interest.
	8. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary. The Council discussed the advice from YLCA about the scaffolding tower and the obligations upon the council if it lends out the tower to other parties.
	9. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives. Cllr KN reported upon CMBC enforcement issues regarding a blocked bridleway in the parish, and on fly-tipping on Long Causeway. The two lay-bys above Baitings on Rochdale Road have been cleared. Cllr JC reported that Yorkshire Water know nothing about the skip at Baitings Reservoir. <u>Item for next agenda: Fly-tipping.</u> Cllr CG reported on blocked pavement (overgrowth) on Halifax Road (riverside), and that the box junction has disappeared at the top of Elland Road. Cllr JC reported on the Japanese knotweed at Hirstwood, that the planter opposite the petrol station on Halifax Road is to be removed, and that some benches may not be able to be replaced if they are not 1.5m from the highway. CMBC now also advise all benches are either metal or recycled plastic. The Operation Starfish sign has been installed, and a quote has been obtained for the Slitheroe Bridge noticeboard. Cllr AG reported that the AGAR external audit report has come in, and the only issue flagged is that the risk assessment was not reauthorised by council between April 23 and March 24. It was re-authorised in April 24, due to extensive workload.
	10. To receive reports from Calderdale Councillors who represent Ryburn Ward. None received.
24/25 – 19245	11. To agree accounts for payment and note payments made. (See attached schedules). <i>Proposed by Cllr AG. Seconded by Cllr CG</i> <i>RESOLVED: to agree accounts for payment totalling £478.80 and note payments of £12,390.72.</i>
24/25 – 19246	12. To authorise the minutes of the Employment Committee Meeting held on Thursday 12 September 2024 as a true and correct record. <i>Proposed by Cllr PH. Seconded by Cllr CG.</i> <i>RESOLVED: authorise the minutes of the Employment Committee Meeting held on Thursday 12 September 2024 as a true and correct record.</i>
	13. To accept the minutes of the Employment Committee Meeting held on Thursday 12 September 2024 into the legal record. <i>Proposed by Cllr AG. Seconded by Cllr CG.</i>

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24/25 – 19247	RESOLVED: to accept the minutes of the Employment Committee Meeting held on Thursday 12 September 2024 into the legal record.
24/25 – 19248	14. To authorise the job description, personal specification, and advert for the Clerk/RFO vacancy for publication. Proposed by Cllr CG. Seconded by Cllr KN. RESOLVED: to authorise the job description, personal specification, and advert for the Clerk/RFO vacancy for publication. Proposed by Cllr AN. Seconded by Cllr CG.
24/25 – 19249	RESOLVED: to authorise the position of clerk and RFO to be advertised.
24/25 – 19250	15. To accept the proposed terms for the rental of offices at Central Hall. Proposed by Cllr PH. Seconded by Cllr RT. RESOLVED: to rent the larger office space at Central Hall for the monthly sum of £600 + £100 for utilities from 1 October.
	16. To discuss the remodelling of the RPC Website. Item held over.
24/25 – 19251	17. To discuss the arrangements for Remembrance Sunday and provision of wreaths and any other regalia. Proposed by Cllr AG. Seconded by Cllr CG. RESOLVED: to purchase three wreaths and thirty poppies for no more than £300 under Section 137.
	18. To discuss Parish Councillor attendance at Meetings. Item held over.
24/25 – 19252	19. To discuss the possible CAT of the Ripponden Bus Turning Area Toilets. Proposed by Cllr AN. Seconded by Cllr PH. RESOLVED: to express an interest in a possible CAT of the Ripponden Bus Turning Area Toilets. <i>Note: there must be a condition to allow for the parish council to charge for use.</i>
	20. To receive an update on the CAT of the Ripponden Library. Nothing to report.
	21. To discuss the quotes received for work on the CAT lease of Ripponden Library. Item held over as only one quote received so far.

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	<p>22. To discuss the purchasing of equipment for an office.</p> <p>Item held over.</p>
	<p>23. To receive Correspondence</p> <ul style="list-style-type: none"> i. Information only ii. Invitations iii. Correspondence received after the agenda went out. <p>Nothing received.</p>
24/25 – 19253	<p>24. To decide upon the communications schedule items over the next fortnight.</p> <p>Proposed by Cllr AG. Seconded by Cllr KN.</p> <p>RESOLVED: to the communications items to be the Operation Starfish sign, the Graden Competition winners, the job advert, and Christmas baskets.</p>
24/25 – 19254	<p>25. To discuss Planning Applications.</p> <p>Conversion of barn to dwelling (Listed Building Consent) Planning Application Barn Adjacent Bowlers Cottage Lower Cockcroft Farm Cockcroft Lane Rishworth Sowerby Bridge Calderdale Ref. No: 24/00718/LBC Received: Tue 13 Aug 2024 Validated: Tue 10 Sep 2024 Status: Pending Consideration</p> <p>Item to be held over.</p> <p>Retention air source heat pump and solar panels (retrospective) Planning Application Barsey Farm Saddleworth Road Barkisland Sowerby Bridge Calderdale HX4 0BG Ref. No: 24/00899/HSE Received: Thu 05 Sep 2024 Validated: Thu 05 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr AN. Seconded by Cllr GC.</p> <p>RESOLVED: no objection.</p>
	The meeting concluded at: 21.04

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Schedules of payment

Ripponden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

18 September 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
51	20/09/2024		Business Account (R)		Keys cutting	Craig Johnson	Z	19.00		19.00	
56	20/09/2024		Business Account (R)		External audit fees	PFK Littlejohn LLP	S	315.00	63.00	378.00	
52	20/09/2024		Business Account (R)		Operation Starfish Sign	Pennine Signs	S	30.00	6.00	36.00	
57	20/09/2024		Business Account (R)		Timber and postcrete	Judith Crossley	S	38.17	7.63	45.80	
								Total	402.17	76.63	478.80



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Ripponden Parish Council
PAYMENTS LIST

18 September 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
46	06/09/2024	19231	Business Account (R)		Printer ink	Amazon (via RFO)	S	14.37	2.87	17.24	
54	06/09/2024	19025	Business Account (R)		Microsoft 365 subscriptions	Microsoft	S	58.80	11.76	70.56	
55	06/09/2024	19025	Business Account (R)		Microsoft 365 subscriptions	Microsoft	S	10.30	2.06	12.36	
47	06/09/2024	19231	Business Account (R)		Christmas lights	Blachere Illumination	S	9,123.80	1,824.76	10,948.56	
50	06/09/2024	19231	Business Account (R)		Display Notice Board	Ryburn Men in Sheds	Z	500.00		500.00	
58	09/09/2024	19170	Business Account (R)		Office rental	Central Hall	Z	350.00		350.00	
53	09/09/2024	18803	Business Account (R)		Scaffold Tower	Ladders UK Direct	S	410.00	82.00	492.00	
								Total	10,467.27	1,923.45	12,390.72

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Minutes for the meeting of the Employment Committee of Ripponden Parish Council

Held at Central Hall, Oldham Road, Ripponden, on Thursday 12 September 2024 at
7.30pm

You are hereby summoned to attend the meeting of the Ripponden Parish Council Employment Committee to be held at Central Hall, Oldham Road, Ripponden on Thursday 12 September 2024 at 7.30pm for the purpose of transacting the following business.

Councillors summoned: *Cllrs A Naylor, C Johnson, G Carter, C Green, J Crossley, A Greenwood, P Hunt, G Potts, G Whitworth, J Matthews, R Thornber, K Naylor.*

	<ul style="list-style-type: none"> To accept apologies for lateness or absence. <p>Apologies were received from Cllrs CJ, RT, GC.</p> <p>Absent: Cllr JM.</p>
24-25 EMP-01	<ul style="list-style-type: none"> To elect a committee chairman for 2024-2025. <p>Proposed by Cllr AN. Seconded by Cllr CG.</p> <p>RESOLVED: That Cllr Alex Greenwood would serve as Chair of the Employment Committee for the year 2024-25.</p>
24-25 EMP-02	<ul style="list-style-type: none"> To discuss the appointment of a Clerk/RFO to Ripponden Parish Council and decide upon action to take. <p>Proposed by Cllr GW. Seconded by Cllr KN</p> <p>RESOLVED: That the clerk position shall be for 25 hours a week.</p>
24-25 EMP-03	<p>Proposed by Cllr AN. Seconded by Cllr PH.</p> <p>RESOLVED: That the clerk salary shall start at SCP 21.</p>
24-25 EMP-04	<p>Proposed by Cllr PH. Seconded by Cllr GW</p> <p>RESOLVED: That the clerk's role shall be office-based.</p>
24-25 EMP-05	<p>Proposed by Cllr KN. Seconded by Cllr GP.</p> <p>RESOLVED: That the times and days of work shall be discussed between the successful candidate and the Council.</p>
24-25 EMP-06	<p>Proposed by Cllr AN. Seconded by Cllr PH.</p> <p>RESOLVED: To adopt the agreed person specification (as attached).</p>
24-25 EMP-07	<p>Proposed by Cllr CG. Seconded by Cllr PH.</p> <p>RESOLVED: That the panel for recruitment shall be Cllrs GP, AG, KN, and GW.</p>

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24-25 EMP-08	<p>Proposed by Cllr AN. Seconded by Cllr KN.</p> <p>RESOLVED: That an advertisement for the position shall be placed on Facebook, the CMBC page, the RPC website, the YLCA newsletter, Indeed, and related noticeboards as soon as possible.</p> <p>Proposed by Cllr AN. Seconded by Cllr CG.</p>
24-25 EMP-09	<p>RESOLVED: To adopt the agreed job specification (as attached).</p> <p>Proposed by Cllr KN. Seconded by Cllr GW.</p>
24-25 EMP-10	<p>RESOLVED: To request a CV and covering letter.</p>
	<ul style="list-style-type: none"> • To decide on the date for the next meeting. <p>TBC.</p>
	<p>The meeting ended at 9pm.</p>

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