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Minutes of the 1263rd Meeting of Ripponden Parish Council

Held at Ryburn United FC, Ripponden, on Thursday 3rd October 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 JC, GP, CG, RT, PH (lateness: arrived 19.58h).</p>
	<p>3. 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 – 19255	<p>4. To accept the minutes of the 1262nd meeting held on Thursday 19th September 2024.</p> <p>Proposed by Cllr GC. Seconded by Cllr KN.</p> <p>RESOLVED: that the minutes of the 1262nd Meeting held on Thursday 19 September 2024 be accepted as a true and correct record.</p>
	<p>5. To receive Parish Councillors' declarations of interest.</p> <p>None.</p>
24/25 – 19256	<p>6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary.</p> <p>The Council discussed the situation with the scaffolding tower in light of the YLCA advice response.</p> <p>Proposed by Cllr CJ. Seconded by Cllr JM.</p> <p>RESOLVED: that Cllr CJ will pursue the matter of insurance coverage and indemnity cover.</p> <p>The Ryburn FC board is also to be updated with the Council's name as a donator.</p>

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24/25 – 19257	<p>7. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives.</p> <p>Cllr GC informed the Council that the Ripponden War Memorial Gardens are to be tidied and cleaned before Remembrance Sunday, that the land at Spring Street is to be tackled, and there is a query over why Ripponden village centres does not have any 20mph signs.</p> <p>Cllr AG informed the Council that the TORs are now all online, there is a small fee to pay for storage, the office rental payments have been made, the internal audit quote has come in for next year, that She will attend a free Employment Law session with YLCA on 8 October, that a copy of the lease document is required for entry into financial records, and asked the Council what they wish to do about certain images on the RPC Facebook page.</p> <p>Proposed by Cllr KN. Seconded by Cllr JM</p> <p>RESOLVED: to remove all group images that feature former ward and parish councillor Holden.</p> <p>Cllr KN requested further information about the required deer signs around the parish, and informed the council that the fly-tipping has not been removed from Long Causeway.</p> <p>Cllr AN updated the Council about the filing cabinets in the new office.</p>
	<p>8. To receive reports from Calderdale Councillors who represent Ryburn Ward.</p> <p>None given.</p>
24/25 – 19258	<p>9. To agree accounts for payment and note payments made. (See attached schedules).</p> <p>Proposed by Cllr KN. Seconded by Cllr GW.</p> <p>RESOLVED: to agree accounts for payment totalling £24.97 and note payments of £ 1,328.74.</p>
24/25 – 19259	<p>10. To review and authorise the Q2 bank reconciliation as an accurate financial statement and allow for publication.</p> <p>Proposed by Cllr JM. Seconded by Cllr GC.</p> <p>RESOLVED: to authorise the Q2 bank reconciliation as an accurate financial statement and allow for publication.</p>
24/25 – 19260 24/25 – 19261	<p>11. To review and discuss the Q2 budget vs. actual statement, and decide upon action to be taken, if any, and authorise the publication of the statement.</p> <p>Proposed by Cllr AG. Seconded by Cllr KN.</p> <p>RESOLVED: to change the 24/25 unallocated revenue budget to office rental and vire £600 from the room hire budget to the office rental budget.</p> <p>Proposed by Cllr AG. Seconded by Cllr GC.</p> <p>RESOLVED: to vire £6000 from the 24/25 building running costs budget to the Christmas lights budget to cover the loss of CMBC subsidy.</p> <p>Proposed by Cllr AN. Seconded by Cllr KN.</p>

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24/25 – 19262	RESOLVED: to authorise the publication of the Q2 budget vs actual statement.
24/25 – 19263	<p>12. To review the quotes for the website accessibility work and decide upon action to be taken.</p> <p>Proposed by Cllr GW. Seconded by Cllr PH.</p> <p>RESOLVED: to commission a new website from aubergine for the £499 +VAT for year one, and £199 + VAT for year two.</p>
24/25 – 19264	<p>13. To discuss the creation of a policy handbook, containing all parish council policies, and decide on action to be taken.</p> <p>Proposed by Cllr GC. Seconded by Cllr CJ.</p> <p>RESOLVED: to create a policy handbook that contains all parish council policies.</p>
24/25 – 19265	<p>14. To review the external auditor's report and decide on action to be taken.</p> <p>Proposed by Cllr AG. Seconded by Cllr KN.</p> <p>RESOLVED: to ensure that the risk assessment document is reauthorised every twelve months.</p>
24/25 – 19266	<p>15. To authorise Cllr Greenwood to attend the first appropriate YLCA employment training session at a cost of no more than £50</p> <p>Proposed by Cllr AN. Seconded by Cllr JM</p> <p>RESOLVED: to authorise Cllr Greenwood to attend the first appropriate YLCA employment training session at a cost of no more than £50.</p>
24/25 – 19267	<p>16. To authorise Cllr Greenwood and Cllr Hunt to attend St John's School on 15 October to give a talk or workshop with Year 4 pupils.</p> <p>Proposed by Cllr GW. Seconded by Cllr GC.</p> <p>RESOLVED: to authorise Cllr Greenwood and Cllr Hunt to attend St John's School on 15 October to give a talk or workshop with Year 4 pupils.</p>
24/25 – 19268	<p>17. To discuss and agree quote for installing the new notice board at Slitheroe Bridge.</p> <p>Proposed by Cllr GW. Seconded by Cllr JM.</p> <p>RESOLVED: to hire Acorn Joinery to install the noticeboard for £120.</p>
	<p>18. To discuss reintroducing wall hung Christmas trees and lights for Ripponden village.</p> <p>Item adjourned until next meeting.</p>
	<p>19. To discuss the defibrillator in Soyland Town phone box and decide on action to be taken.</p> <p>Item adjourned until next meeting.</p>
	<p>20. To discuss the arrangements for Remembrance Sunday, and decide upon action to be taken.</p>

Signature:

24/25 – 19269	<p>Proposed by Cllr AG. Seconded by Cllr GC.</p> <p>RESOLVED: for Cllr CJ to have delegated power to liaise and work with the Force Planning Unit, and make similar event arrangements to last year.</p>
24/25 – 19270	<p>Proposed by Cllr AG. Seconded by Cllr KN.</p> <p>RESOLVED: to print 300 Orders of Service and for the hymn to be I Vow to Thee, My Country.</p> <p>Cllr GW left at 20:24pm.</p>
	<p>21. To discuss Parish Councillor attendance at Meetings.</p> <p>Item discussed under agenda point 2.</p>
	<p>22. To discuss fly tipping in the Parish and decide upon action to be taken.</p> <p>Item discussed under agenda point 7.</p>
24/25 – 19271	<p>23. To receive an update on the CAT of the Ripponden Library.</p> <p>The Council was informed by the CMBC contact has been updated.</p>
	<p>24. To discuss the quotes received for work on the CAT lease of Ripponden Library.</p> <p>Proposed by Cllr CJ. Seconded by Cllr PH.</p> <p>RESOLVED: to commission Waddington, Turner and Wall to work on the lease for between £600 and £900.</p>
	<p>25. To discuss the purchasing of equipment for an office.</p> <p>Item held over.</p>
	<p>26. To receive Correspondence</p> <ul style="list-style-type: none"> i. Information only ii. Invitations iii. Correspondence received after the agenda went out. <p>None received.</p>
24/25 – 19272	<p>27. To decide upon the communications schedule items over the next fortnight.</p> <p>Proposed by Cllr KN. Seconded by Cllr AG.</p> <p>RESOLVED: to schedule information about Remembrance Sunday, the new Slitheroe noticeboard, the buses survey, and the St John's visit.</p>
	<p>28. To discuss Planning Applications.</p>

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24/25 – 19273	<p><u>Conversion of barn to dwelling (Listed Building Consent)</u></p> <p>Planning Application</p> <p>Barn Adjacent Bowlers Cottage Lower Cockcroft Farm Cockcroft Lane Rishworth Sowerby Bridge Calderdale</p> <p>Ref. No: 24/00718/LBC Received: Tue 13 Aug 2024 Validated: Tue 10 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr AN. Seconded by Cllr CJ.</p> <p>RESOLVED: to object to this application as it is not of a substantial enough nature to facilitate the proposed development and there is a lack of parking.</p>
24/25 – 19274	<p><u>Prune two trees (Tree Preservation Order)</u></p> <p>Planning Application</p> <p>14 Pinfold Close Barkisland Sowerby Bridge Calderdale HX4 0EY</p> <p>Ref. No: 24/20163/TPO Received: Wed 28 Aug 2024 Validated: Wed 28 Aug 2024 Status: Pending Consideration</p> <p>Proposed by Cllr CJ. Seconded by Cllr JM.</p> <p>RESOLVED: to leave this matter to the opinion of the CMBC arboriculturalist.</p>
24/25 – 19275	<p><u>Fell one tree (Tree Preservation Order)</u></p> <p>Planning Application</p> <p>Land Rear Of Spring Grove Lower Road Scammonden Sowerby Bridge Calderdale</p> <p>Ref. No: 24/20160/TPO Received: Tue 03 Sep 2024 Validated: Tue 03 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr CJ. Seconded by Cllr JM.</p> <p>RESOLVED: to leave this matter to the opinion of the CMBC arboriculturalist.</p>
24/25 – 19276	<p><u>Fell one tree (Tree Preservation Order)</u></p> <p>Planning Application</p> <p>25 Heathfield Rise Rishworth Sowerby Bridge HX6 4RS</p> <p>Ref. No: 24/20174/TPO Received: Wed 11 Sep 2024 Validated: Wed 11 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr CJ. Seconded by Cllr JM.</p> <p>RESOLVED: to leave this matter to the opinion of the CMBC arboriculturalist.</p>
	<p><u>Fell two trees and prune other trees (Tree Preservation Order)</u></p> <p>Planning Application</p> <p>4 Willow Clough Ripponden Sowerby Bridge Calderdale HX6 4SA</p> <p>Ref. No: 24/20170/TPO Received: Mon 09 Sep 2024 Validated: Mon 09 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr CJ. Seconded by Cllr JM.</p>

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24/25 – 19277	<p>RESOLVED: to leave this matter to the opinion of the CMBC arboriculturalist.</p> <p>Retrospective application for a garden room</p> <p>Planning Application</p> <p>Brook House Hey Lane Outlane Elland Calderdale HD3 3HP</p> <p>Ref. No: 24/00844/HSE Received: Tue 20 Aug 2024 Validated: Thu 19 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr CJ. Seconded by Cllr GC.</p>
24/25 – 19278	<p>RESOLVED: to hold no objection to this application, provided the planning officer is of the opinion that it complies with policy.</p> <p>Construction of detached dwelling</p> <p>Planning Application</p> <p>2 Beeston Hurst Rochdale Road Ripponden Sowerby Bridge Calderdale HX6 4LP</p> <p>Ref. No: 24/00879/FUL Received: Thu 29 Aug 2024 Validated: Thu 29 Aug 2024 Status: Pending Consideration</p> <p>Proposed by Cllr AN. Seconded by Cllr PH.</p>
24/25 – 19279	<p>RESOLVED: to object to this application as it is development on greenbelt and has an adverse impact on the street scene.</p> <p>Prune two trees and fell one tree</p> <p>Planning Application</p> <p>2 Longmeadow Barkisland Sowerby Bridge Calderdale HX4 0AR</p> <p>Ref. No: 24/20180/TPO Received: Mon 16 Sep 2024 Validated: Mon 16 Sep 2024 Status: Pending Consideration</p> <p>Proposed by Cllr AN. Seconded by Cllr JM.</p>
24/25 – 19280	<p>RESOLVED: to leave this matter to the opinion of the CMBC arboriculturalist.</p>
<p>The meeting ended at: 21:07h</p>	

Signature:

Payment schedules

Ripponden Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

2 October 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59	04/10/2024		Business Account (R)		Garden competition costs	Judith Crossley	S	20.81	4.16	24.97
Total								20.81	4.16	24.97

Prepared by:

Approved by:

Approved by:



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Ripponden Parish Council
PAYMENTS LIST

2 October 2024 (2024 - 2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51	20/09/2024	19245	Business Account (R)		Keys cutting	Craig Johnson	Z	19.00		19.00
56	20/09/2024	19245	Business Account (R)		External audit fees	PFK Littlejohn LLP	S	315.00	63.00	378.00
52	20/09/2024	19245	Business Account (R)		Operation Starfish Sign	Pennine Signs	S	30.00	6.00	36.00
57	20/09/2024	19245	Business Account (R)		Timber and postcrete	Judith Crossley	S	38.17	7.63	45.80
63	27/09/2024	19025	Business Account (R)		Service Charges	Lloyds Banking	Z	7.00		7.00
64	27/09/2024	19250	Business Account (R)		Office rental	Central Hall	Z	596.44		596.44
60	28/09/2024	19251	Business Account (R)		Poppies for RS	Royal British Legion	S	68.75	13.75	82.50
61	28/09/2024	19251	Business Account (R)		Large poppies	Royal British Legion	S	125.00	25.00	150.00
62	01/10/2024	19025	Business Account (R)		Mobile phone	Vodafone	S	11.67	2.33	14.00
Total								1,211.03	117.71	1,328.74

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Bank Reconciliation Q2

Ripponden Parish Council

27 September 2024 (2024 - 2025)

Prepared by:

10/24

Approved by:

10/24

Bank Reconciliation at 27/09/2024			
	Cash in Hand 01/04/2024		152,654.77
	ADD Receipts 01/04/2024 - 27/09/2024		61,012.01
	SUBTRACT Payments 01/04/2024 - 27/09/2024		213,666.78
			26,637.92
A	Cash in Hand 27/09/2024 (per Cash Book)		187,028.86
	Cash in hand per Bank Statements		
	Petty Cash 21/07/2024	0.00	
	Treasurers Account 21/07/2024	69,736.40	
	Bus Bank Instant (capital reserve) 21/07/2024	42,532.20	
	Business Account (Revenue) 21/07/2024	44,760.26	
	Notice account 27/09/2024	30,000.00	
			187,028.86
	Less unrepresented payments		
			187,028.86
	Plus unrepresented receipts		
B	Adjusted Bank Balance		187,028.86
	A = B Checks out OK		

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