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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**8th February 2024**

Ripponden Parish Council - Full Council Meeting

The 1,247th Meeting of Ripponden Parish Council held on Thursday 8 February 2024.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr C Johnson (chairing), Cllr G Whitworth, Cllr J. Crossley, Cllr P. Hunt, Cllr G Potts, Cllr A Greenwood

Absent: Cllr G Carter, Cllr K. Naylor, Cllr A Naylor, Cllr R Thornber, Cllr J Matthews.

MINUTES

1. Reminder by the Chairman of the expectations for audio or visual recording of the meeting.

Noted.

1. To note apologies for absence and lateness.

These were noted from Cllr G Carter, Cllr K Naylor, Cllr A Naylor, Cllr J Matthews, Cllr R Thornber

1. *Cllrs are reminded of the need to tender apologies to the Chairman if they are unable to attend.*
2. Public Participation.

None in attendance.

1. An opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.

N/A

1. To accept the minutes of the 1246th meeting held on Thursday 25th January 2024.

**18990 RESOLVED** to accept the minutes as a lawful record of the meeting held on Thursday 25th January 2024**.** Proposed by Cllr Potts, seconded by Crossley.

1. To receive Parish Councillors’ declarations of interest.

None.

1. To receive information on any on-going items identified in these and previous minutes and decide further action where necessary.

The meeting noted that enquiries are ongoing with Landscapes for Water.

The meeting discussed document removal and a triage of personal sensitive information.

**18991 RESOLVED** to remove documents from the website bar agendas, minutes and key documents in accordance with DPA / GDPR regulations. Proposed by Cllr Greenwood, seconded by Cllr Whitworth.

Cllr Johnson discussed his report to Cllr Thornber as a ward Cllr on a car obstruction on Rochdale Road – the police are looking into this.

1. To receive reports from the Chairman, Committees, Councillors and Outside Bodies by Council Representatives.

Cllr Greenwood noted that she would collect the laptop from Mrs Warboys at the weekend and Cllr Whitworth agreed to conduct an I.T and directory assessment to improve functionality. A .gov.uk web domain was also discussed.

Cllr Crossley provided Royal British Legion posters to go up in the parish notice boards. Cllr Hunt took them to carry this out.

Cllr Crossley reported that CROWS are taking on the Mill Fold toilet facilities in April. She also reported that CROWS are happy to clear the footpath on Pretoria Bridge and also the bridle way around Blue Ball Lane.

Cllr Potts discussed the Big Clean Up.

1. To receive reports from Calderdale Councillors who represent Ryburn Ward.

None.

1. To agree accounts for payment and note payments made.

Accounts for payment:

* Calderdale Self Storage: £312.80
* CMBC Electoral Services: £191.28

Payments made:

* MS 365 Standard: £12.36
* MS 365 Basic: £56.52
* Vodafone: £14
* Bank charges: £7
* HMRC: £147.53

**18992 RESOLVED** to accept the accounts for payment and to pay the CMBC invoice from the co-option budget. Proposed by Cllr A Greenwood, seconded by Cllr Potts.

1. To authorise the purchase of 12 cases of economy dog poo bags for £278.40.

**18993 RESOLVED** to authorise payment. Proposed by Cllr Crossley, seconded by Cllr Greenwood.

1. To authorise the Off to a Flying Start training for the new councillors: Part 1 for £33.40 per person, and Part 2 for £33.40 per person.

**18994 RESOLVED** to authorise payment for the training of one councillor. Proposed by Cllr Greenwood, seconded by Cllr Potts.

1. To authorise the payment of the Men in Sheds invoice for £75.00.

**18995 RESOLVED** to pay the money out of the odd job man budget. Proposed by Cllr Greenwood, seconded by Cllr Whitworth.

1. To receive the special motion as to the rescinding of resolution 18862 "to subscribe to Scribe Accounting for one year, starting with the beginning of the next financial year" to allow additional information to be presented, and thus discuss action to be taken. Councillors A Greenwood, P Hunt and K Naylor.

**18996 RESOLVED** special motion received and accepted. Proposed by Cllr Hunt, seconded by Cllr Greenwood.

**18997 RESOLVED** for the council to subscribe to SCRIBE accounting on 1st March 2024. Proposed by Cllr Greenwood, seconded by Cllr Whitworth.

1. To receive an update about the internal auditor and decide on action to be taken.

An update was provided by Cllrs Greenwood and Hunt.

1. To discuss and decide whether to appoint a Responsible Finance Officer (RFO) until such times as a new Clerk/ RFO is in post.

**18998 RESOLVED** for Cllr Greenwood to be Acting RFO until a new clerk is appointed. Proposed by Cllr Crossley, seconded by Cllr Potts.

1. To receive an update on festive lights and decide on action to be taken.

The meeting noted that enquiries with CMBC and Lumalite are ongoing.

1. To receive an update on the Rishworth War Memorial.

Cllrs Hunt and Greenwood provided an update. Enquiries are ongoing with landscapers with regards to achieving like-for-like quotes.

1. To discuss old website documents and materials for address corrections and decide upon action to be taken.

Resolved earlier in meeting.

1. To discuss the meeting which took place with CMBC regarding the Library: to include the business plan, Joint working agreement and lease and decide on actions to be taken. To additionally appoint 2 councillors as points of contact with CMBC.

Due to low turnout (partly on account of bad weather), the meeting decided to hold this agenda point over until the next full council meeting.

**18999 RESOLVED** for Parish Councillor points of contact (POCs) in relation to working with CMBC on this matter to be Cllrs Johnson and Naylor. Proposed by Cllr Greenwood and seconded by Cllr Crossley.

1. To authorise the placing of the sensory room and library photos, and the provisional information about the annual assembly, on digital channels, plus any other appropriate material.

Facebook, the website and publication protocols were discussed and Cllr Whitworth discussed post scheduling. The meeting agreed the media policy needs to be revised. The next agenda will feature an item on nominating a Communications Lead and also an item to discuss the council’s Instagram account.

**19000 RESOLVED** to publish and place into notice boards, the Notice for Election (concerning the current vacancy). Proposed by Cllr Greenwood, seconded by Cllr Whitworth.

1. To receive Correspondence
   1. Information only
   2. Invitations
   3. Correspondence received after the agenda went out

The council noted the Notice of Election from CMBC.

1. To authorise the minutes for the Environment committee meeting of 18 January 2024.

**19001 RESOLVED** to authorise the minutes. Proposed by Cllr Potts, seconded by Cllr Crossley.

1. To accept the minutes of the Environment committee meeting of 18 January 2024 into the legal record.

**19002 RESOLVED** to accept the minutes. Proposed by Cllr Greenwood, seconded by Cllr Crossley.

1. To consider any updates regarding premises for use as a storage facility and office for the Parish Council including any update on the current storage facility.

No further update at this time. Cllr Whitworth stated he would make enquiries into cost savings and a cheaper storage unit.

1. To receive an update about planning portal queries.

Cllr Greenwood discussed this and noted that Cllr Thornber is taking this up with CMBC. There has been an update call from Kate Sykes and an update provided.

1. To discuss Planning Applications.

[**Detached garage**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S1QWKLDWLD400&prevPage=inTray)

Planning Application

Boxer Cottage Cote Road Ripponden Sowerby Bridge Calderdale HX6 4LT

Ref. No: 23/01009/HSE | Received: Fri 29 Sep 2023 | Validated: Tue 16 Jan 2024 | Status: Pending Consideration

**19003 RESOLVED** no objection.

[**Proposed detached outbuilding to house study and gym**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZ62I7DWHSI00&prevPage=inTray)

Planning Application

53 Bar Lane Ripponden Sowerby Bridge Calderdale HX6 4EX

Ref. No: 23/00841/HSE | Received: Thu 10 Aug 2023 | Validated: Thu 18 Jan 2024 | Status: Pending Consideration

**19004 RESOLVED** no objection, provided the application conforms to planning policy.

1. To discuss the appointment of Parish Council Staff.

Item held over.

The meeting concluded at 20.24h.

CCTV to be an agenda item for the next meeting.

**Formal notice**

Date of notice: 29/01/2024

Under Standing Orders 7a, we give notice that we, the undersigned councillors, require that a special motion be put to Ripponden Parish Council at the next ordinary full council meeting to reverse the following resolution to allow for additional information to be presented and enable all councillors to properly consider the issues that were the subject of this resolution.

This resolution is “**18862 RESOLVED** to subscribe to Scribe Accounting for one year, starting with the beginning of the next financial year. Proposed by Cllr. R. Nicholls, seconded by Cllr. G. Potts”, page 6777, 1240th Meeting of Ripponden Parish Council held on Thursday 5 October 2023.

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Cllr Peter Hunt

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Cllr K Naylor

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Cllr A Greenwood

### Minutes of the Ripponden Parish Council Environment Committee Meeting

### held at Ryburn United Football Club Ripponden on Thursday 18th January 2024 at 7.15pm

The Committee Chair took the minutes for the meeting.

**Councillors Present:**

Cllr Carter, Cllr Crossley, Cllr Hunt, Cllr Johnson, Cllr Potts.

Co-opted members present: Mr Brian Winrow.

1. **To receive apologies for absence or lateness**

Cllr A Naylor (ex officio), Jane Leary, Peter Fraser, Patricia Brennan, Tim Atkinson.

**2. To review the Environment budget for 23/24**

Cllrs noted and discussed the budget.

**ENV2023/24-06 Resolved** to buy up to £300 worth of dog waste bags, on the proviso that we are invoiced and pay via online bank transfer.

**3. To review the reserves for environment committee projects.**

On the matter of the war memorial railings, Cllr Carter noted she had seen Cllr Lynn at CMBC and she will in due course meet with CMBC officer Andrew Pitts in order to discuss joint responsibility and funding for the replacement of the railings. This will need to be done under CAFM and can be addressed in the new financial year.

**4. To discuss matters arising from the previous meeting.**

**a. To receive an update on the Ripponden War Memorial railing situation and decide on action to be taken.**

Discussed above under item 3.

**b. To discuss plans for the K6 telephone box on Rochdale Road and decide upon action to be taken.**

**ENV2023/24-07 Resolved** that Cllr Crossley would approach Men in Sheds in order to obtain a quote on transforming the damaged phone box into a planter.

**c. To receive an update on Pretoria Bridge.**

Cllr Crossley reported that CMBC have pledged to undertake renovation / paint work in the new financial year.

**5. To discuss the 2024 garden competition and decide upon categories (considering new biodiversity policy requirements), publicity, judges, deadlines and awards / prizes.**

**ENV2023/24-08 Resolved** that the competition should be held in July 2024, that Cllr Crossley will approach two individuals to ask them about judging, that the council will promote the event using Facebook, posters and GoLocal, that the deadline for entrants will be Friday 12th July 2024 and the prizes will be laminated certificates in good quality paper.

**6. To discuss and agree upon action to be taken on the back section of the Rishworth War Memorial Garden and whether displaced shrubs can be used elsewhere.**

The meeting discussed the matter and concluded that as this subject relates to similar considerations around the Ripponden War Memorial, we should wait to see the outcome of Cllr Carter’s meeting with Andrew Pitts.

**7. To discuss the Rishworth turning circle island and decide upon any improvements to be made.**

The meeting noted that Metro own and control the land with some CMBC involvement. The area also features within in a memorial garden. The meeting heard that theoretically we could contribute to improvements, but the committee will wait to see the outcome of Cllr Carter’s meeting with Andrew Pitts.

**8. To receive an update on plans for new playground equipment.**

Cllr Crossley noted that she will chase up Emma Martin from CMBC regarding enquiries on this. She also noted that CMBC have recently been jet washing playground equipment.

**9. To decide upon quantity of dog waste bin bags to purchase.**

This dealt with under item 2.

**10. To identify odd jobs to be undertaken in 24/25 and discuss the requirement for an odd job man.**

After discussion, the meeting concluded that it was appropriate to hold over this agenda item until the Parish Council has a new clerk in place, as this relates to employment and staffing. The meeting further noted that there could be future potential for an odd job man to have Ebenezer grave yard in his/her remit and the council should ask CROWS for an update on work done on footpaths within the parish.

**11. To discuss and decide upon action to be taken on the replacement of noticeboards.**

Cllr Crossley reported that she has successfully secured work from Men in Sheds in renovating the Soyland noticeboard.

**ENV2023/24-09 Resolved** to pay Men in Sheds £75 for the work undertaken.

Cllr Hunt explained his concerns about the state of the Rishworth noticeboard. Cllr Crossley will approach Men in Sheds again to get a quote for the replacement of the Rishworth noticeboard.

**12. To identify possible sites in Boothwood, Krumlin, Kebroyd and Lighthazels for possible horticultural improvement.**

The meeting noted that an area by Wicking Lane, Lighthazels has some potential and Cllr Crossley will investigate possibilities with the Krumlin telephone box. Concerns were however noted about the prevalence of private land, whereby such ownership would preclude Parish Council activity.

**13. To hear reports from Councillors and co-opted members.**

Cllr Potts reported about litter-picking by Rishworth Environmental Group (REG).

Mr Winrow gave an update on the bowling club and tennis courts, noting issues with flooding at Mill Fold. Mr Winrow explained that Soyland in Bloom assessed sites in Soyland for future planting requirements.

A donation has been received from Ripponden Panto Group by SIB. Plants at the Beehive pub have been replaced. Work has been done by the group around Hob Lane in front of the memorial stone and grass verge.

Cllr Crossley reported about her contact with Jane Leary at CMBC and The Big Clean Up, which will go ahead on Oldham Road.

Cllr Crossley reported on her meeting with Safer Cleaner Greener and the work undertaken by that department. This includes the referral of the Godly Lane footpath issue to enforcement, Mill Fold issues, pavement sweeping and a crumbled wall at Jubilee Park, Rishworth.

**11. To agree a date for next meeting.**

The meeting agreed to make 14th Match 2024 the date of the next meeting.

The next meeting’s agenda should include an item discussing planters by Ripponden turning circle (nr. the library and toilet block).

The meeting closed.

