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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**4th April 2024**

Ripponden Parish Council - Full Council Meeting

The 1,251th Meeting of Ripponden Parish Council held on Thursday 4 April 2024.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr C Johnson (Chair), Cllr J Crossley, Cllr G Potts, Cllr K Naylor, Cllr P. Hunt, Cllr A Greenwood

Absent: Cllr A Naylor, Cllr C Green, Cllr G Whitworth, Cllr J Matthews, Cllr R Thornber

Lateness: Cllr G Carter.

MINUTES

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

Noted.

1. To receive apologies for absence and lateness. C*llrs are reminded of the need to tender apologies to the Acting Clerk or Chairman if they are unable to attend.*

Apologies from Cllr A Naylor, Cllr C Green, Cllr G Whitworth, Cllr R Thornber. Lateness apologies from Cllr G Carter.

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

None.

1. To accept the minutes of the 1250th Meeting held on Thursday 21st March 2024.

**RESOLVED 19054** to accept the minutes as a lawful record of the meeting held on Thursday 4 April 2024. Proposed by Cllr AG, seconded by Cllr GP.

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.

Cllr C Johnson gave an update on Flints Moor.

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

Cllr P Hunt gave an update for a quotation about a website redesign.

Cllr J Crossley gave an update about JLA and the phone box. She is waiting on CMBC for information about play equipment, raised queries about the bench adoption scheme and discussed the next SGC meeting.

**RESOLVED 19055** for Cllr J Crossley to go to SCG and seek permission for the parish council to replace the war memorial railings. Proposed by Cllr CJ, seconded by Cllr GP.

Cllr A Greenwood informed the council the precept had been received, and the 24-25 cashbook is now in Scribe.

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

None.

1. To accept the minutes of the Environment Committee Meeting of 14th March 2024 as a lawful record.

**RESOLVED 19056 t**o accept the minutes of the Environment Committee Meeting of 14th March 2024 as a lawful record. Proposed by Cllr PH, seconded by Cllr JC.

1. To authorise the minutes of Environment Committee Meeting of 14th March 2024 to be included in the legal record.

**RESOLVED 19057** to authorise the minutes of Environment Committee Meeting of 14th March 2024 to be included in the legal record. Proposed by Cllr AG, seconded by Cllr KN.

1. To accept the minutes of the Standards Committee Meeting of 19th March as a lawful record.

**RESOLVED 19058 t**o accept the minutes of the Standards Committee Meeting of 19th March as a lawful record. Proposed by Cllr AG, seconded by Cllr KN.

1. To authorise the minutes of the Standards Committee Meeting of 19th March 2024 to be included in the legal record.

**RESOLVED 19059 t**o authorise the minutes of the Standards Committee Meeting of 19th March 2024 to be included in the legal record. Proposed by Cllr AG, seconded by Cllr KN.

1. To accept and authorise the revised complaints procedure.

**RESOLVED 19060** toaccept and authorise the revised complaints procedure. Proposed by Cllr GP, seconded by Cllr JC.

1. To accept and authorise the updated general privacy notice.

**RESOLVED 19061** to accept and authorise the updated general privacy notice. Proposed by Cllr PH, seconded by Cllr KN.

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

**RESOLVED 19062** to agree Accounts for payment and note payments made. Proposed by Cllr AG, seconded by Cllr JC.

* See payments schedule at back of minutes.
* To note: Calderdale Self-Storage for 15th April: £73.00

1. To review the quotations and authorise the printing of the Annual Report (4000 A5 half-fold).

Q1: £250 (+VAT/no delivery charge/no transport costs)

Q2: £195.66 (+VAT + delivery charge + transport costs)

Q3: £228.16 (+VAT + delivery charge + transport costs)

**RESOLVED 19063** to accept and authorise Q1 for the printing of the annual report. Proposed by Cllr PH, seconded by Cllr GP.

1. To authorise the delivery of the Annual Report for £220 +VAT.

**RESOLVED 19064** to authorise the delivery of the Annual Report for £220 + VAT. Proposed by Cllr KN, seconded by Cllr JC.

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

Void item.

1. To review and authorise the revised budget for 24-25.

**RESOLVED 19065** to authorise revised budget for 24-25 with saved monies from storage and SLCC subscription placed in unallocated revenue cost code. Proposed by Cllr AG, seconded by Cllr KN.

1. To review and authorise the revised reserves for 24-25.

**RESOLVED 19066** to authoriserevised reserves for 24-25with CCTV camera costs placed into an ERM, the released capital funds to be transferred into the uncommitted capital reserve, and the general fund increased. Proposed by Cllr AG, seconded by Cllr GP.

1. To review and authorise the VAT Form 126 submission for 23-24.

**RESOLVED 19067** to authorise the VAT Form 126 submission. Proposed by Cllr AG, seconded by Cllr KN.

1. To review and authorise the revised and restated asset list for 23-24.

**RESOLVED 19068** to authorise the revised and restated asset list for 23-24. Proposed by Cllr GP, seconded by Cllr JC.

1. To review and authorise the budget versus actual statement for 23-24.

**RESOLVED 19069** to authorise the budget versus actual statement for 23-24. Proposed by Cllr PH, seconded by Cllr GP.

1. To review and accept the Q4 bank reconciliation for 23-24.

**RESOLVED 19070** toaccept the Q4 bank reconciliation for 23-24. Proposed by Cllr KN, seconded by Cllr JC.

1. To review and authorise the EoY bank reconciliation for 23-24.

**RESOLVED 19071** toauthorise the EoY bank reconciliation for 23-24. Proposed by Cllr PH, seconded by Cllr GP.

1. To review and accept the Q4/EoY cashbook 23-24.

**RESOLVED 19072** to accept the Q4/EoY cashbook 23-24. Proposed by Cllr JC, seconded by Cllr KN.

1. To review the Agar Form3 Section2 for 23-24 before submitting it to the internal auditor.

**RESOLVED 19073** to submit the AGAR form 3 figures for 23-24 to the internal auditor. Proposed by Cllr KN, seconded by Cllr GP.

1. To discuss progress of CCTV.

Cllr C Johnson informed council that lead time between the purchase of the CCTV camera and the installation of the camera was 2-3 weeks.

1. To receive on going report about Rishworth War Memorial and discuss quotations for work.

Cllr A Greenwood and Cllr P Hunt informed council that they had met with the second landscaper and are awaiting a requote.

1. To discuss any updates on CAT of the Ripponden Library.

Cllr C Johnson informed council that the revised business plan has been submitted to CMBC and they await a response.

1. To discuss Christmas lights and the purchase of replacements (Budget of £12000).

Cllr J Crossley has sent round examples of available festive lights. She will present costings to council.

1. To discuss maintenance of milestones – Cllr Hunt to lead.

Cllr P Hunt is awaiting feedback from CMBC.

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

Cllr A Greenwood forwarded on the correspondence from Landscapes4Water.

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.

Cllr P Hunt gave update. Cllr G Whitworth is still waiting to hear about the office space in the village.

1. To discuss Planning Applications.

[**Proposed extension and internal alterations**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA1KTTDWN1A00&prevPage=inTray)

Planning Application

Rose Cottage Ryburn Lane Ripponden Sowerby Bridge Calderdale HX6 4AQ

Ref. No: 24/00218/HSE | Received: Fri 08 Mar 2024 | Validated: Mon 18 Mar 2024 | Status: Pending Consideration

**RESOLVED 19074:** Ripponden Parish Council leaves this matter to the planning officer’s recommendation. Proposed by Cllr GC, seconded by Cllr AG.

[**Hardstanding parking area to the rear of an existing dwelling**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAJBQ6DWFWT00&prevPage=inTray)

Planning Application

30 Kebroyd Avenue Triangle Sowerby Bridge Calderdale HX6 3HN

Ref. No: 24/00243/HSE | Received: Mon 18 Mar 2024 | Validated: Mon 18 Mar 2024 | Status: Pending Consideration

**RESOLVED 19075:** Ripponden Parish Council leaves this matter to the planning officer’s recommendation. Proposed by Cllr GC, seconded by Cllr JC.

[**Prune one tree and fell two trees (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAJBU3DWFX500&prevPage=inTray)

Planning Application

9 Ringstone Barkisland Sowerby Bridge Calderdale HX4 0EU

Ref. No: 24/20052/TPO | Received: Mon 18 Mar 2024 | Validated: Mon 18 Mar 2024 | Status: Pending Consideration

**RESOLVED 19076:** Ripponden Parish Council leaves this matter to the CMBC arboriculturalist. Proposed by Cllr AG, seconded by Cllr PH.

1. To discuss Grants and Powers with reference to the payment of CROWS.

Council discussed issues and concerns over the nature and legal status of grant provisions.

**RESOLVED 19077** that the Environment Committee will discuss the matter of equitable funding for horticultural provision within the parish to fall outside of the small grant programme. Proposed by Cllr GC, seconded by Cllr AG.

**RESOLVED 19078** that Crows receive £500 but report to Environment Committee how the money is spent in the parish. Proposed by Cllr GC, seconded by Cllr AG.

1. To discuss the appointment of Parish Council Staff.

Council discussed the matter of employment, particularly concerning the difficulty surrounding hiring a new member of staff without an office space in which to locate equipment and hold training and handover sessions.

The meeting closed at 9.02pm.

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

### held at Ryburn United Football Club Ripponden on Thursday 14 March 2024 at 7.15pm

The Committee Chair took the minutes for the meeting.

**Councillors Present:** Cllr Carter, Cllr Crossley, Cllr Hunt (Chair), Cllr Johnson, Cllr Potts.Co-opted members present: Mr Brian Winrow.

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

Cllr A Naylor (ex officio), Brian Winrow, Tim Atkinson.

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

**a. To receive an update on conversations with Andrew Pitts regarding improvements to parish War Memorials and other sites.**

Cllr Carter reported about her conversation with Cllr Lynn (CMBC) and that she has chased up and is still awaiting contact from Mr Pitts. She has sought clarity over responsibility of the grounds surrounding the bowling club and Fountain Street.

**b. To receive an update on noticeboard renovation.**

**ENV2023/24-10 Resolved** to pay Men in Sheds £246 plus a £100 donation for the cost of the new Rishworth Notice Board, with Cllr Crossley progressing enquiries over the new location for said notice board. Proposed by Cllr Crossley, seconded by Cllr Carter.

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

There is no update at this present time, although Cllr Crossley noted that to support our Biodiversity Policy, the council could put shrubs down at that location. Enquiries will take place on rights of way.

**3. To finalise details on the 2024 Garden Competition.**

**ENV2023/24-11 Resolved t**o confirm the suggested text put forward by Cllr Greenwood, the agreed upon 5 categories established by the meeting, the terms of reference for the competition including the rules to be made clear to participants and to approve a spend of up to £50 for publicity leaflets. Proposed by Cllr Hunt, seconded by Cllr Potts.

Cllr Crossley will chase up the provisional judges for confirmation.

**4. To receive an update on prospective quotes from landscapers regarding Rishworth War Memorial.**

Cllr Johnson confirmed that Mr A. Carter would be in touch with Cllr Hunt to arrange a meeting at the site.

**5. To receive an update on the allocation and distribution of dog poo waste bags.**

The meeting agreed that Cllr A. Naylor (Chair) would be asked to distribute more to colleagues at the next full council meeting.

**6**. **To hear reports from councillors and co-opted members.**

Cllr Crossley reported on her conversation with JLA regarding their volunteering pledge. CMBC are to come back to us on equipment provision for their volunteers.

Cllr Carter reported that Ripponden in Bloom should be tasked with working on the bus shelter planters near the library. She noted that the council would benefit from knowing their plans on this area and their intentions as a group for the upcoming summer. Cllr Hunt will email Peter Fraser for an update.

**ENV2023/24-12 Resolved** to get a list of businesses at the end of May who are interested in hosting hanging baskets. Proposed by Cllr Carter, seconded by Cllr Johnson.

Cllr Carter noted that water from the spring at the memorial garden is becoming an issue and needs reporting to CMBC.

There was a discussion about the area of land at the bottom of Heathfield Rise, Rishworth.

**ENV2023/24-13 Resolved** to pay for up to 3 cuts of grass per year at the location at the bottom of Heathfield Rise, subject to costings. Proposed by Cllr Carter, seconded by Cllr Hunt.

Cllr Potts reported on poor paving between the co-op and the doctor’s surgery. He will refer this matter to a ward Cllr to progress.

Cllr Johnson reported that the dog poo bag dispenser at Barkisland Church has gone missing.

**ENV2023/24-14 Resolved** to agree in principle to replacing the dog poo bag dispenser at Barkisland Church.

**7. To discuss the idea of resurrecting a Ripponden Parish Council organised and sponsored market.**

The meeting agreed to bring this to full council for a wider, full discussion.

**8. To discuss progress with the K9 telephone box on Rochdale Road.**

Cllr Crossley reported that JLA are happy to take on the tidy up, glass removal and re-painting of the phone box.

**ENV2023/24-15 Resolved** for Cllr Crossley to find out where the appropriate red paint can be procured. Proposed by Cllr Crossley, seconded by Cllr Potts.

**9. To discuss Cllr Whitworth’s suggestion of repainting the milestone opposite the Lion pub.**

Cllr Carter noted that to undertake this task would require the seeking of planning permission from CMBC as technically the milestones are classed as “listed buildings”. Cllr Crossley said she would raise the matter at Safer Cleaner Greener and see if we can get easier permission to do a re-paint.

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

Agreed for 30 April 2024 at 7.15pm, RFC.

The meeting closed.

### **Minutes of the Ripponden Parish Council Standards Committee Meeting**

### Held at Ryburn United Football Club Ripponden on Wednesday 19 March 2023 at 7.15pm.

**Councillors Present:** Cllr Greenwood chaired the meeting. Cllr Carter, Cllr Hunt, Cllr K Naylor, Cllr J Matthews.

1. To receive apologies for absence or lateness.

Cllr A Naylor.

1. To discuss Matters Arising from the previous meeting

Cllr Greenwood updated the committee about the asset register and the adoption of the reserves policy.

1. To review the Privacy Notice and recommend any changes to Full Council.

**STD2023/24-68 RESOLVED** to send the Privacy Notice with the updated changes to the address to Full Council for authorisation and acceptance**.** Proposed by Cllr Hunt, Seconded by Cllr K Naylor.

1. To discuss, amend and recommend any changes to the Grants Policy and criteria to Full Council.

The Committee suggested the following clauses:

* That a representative of the organisation applying for the grant should attend the meeting at which the application is being considered and agree to answer any questions concerning the application.
* That there should be two funding rounds: one with a deadline of 31st March for April consideration for 50% of the total grants budget for the financial year, and another with a deadline of 31st October for consideration in November for the remaining 50% of the grants budget for the financial year.
* That the Council will only award up to 50% of the total cost of a project.
* That unspent grant monies should be returned within six months of receipt.
* That the Council can award grants for both capital and revenue projects.
* That the Council will not fund the provision of food and drink.
* That only one application can be made a year.

**STD2023/24-69 RESOLVED** that Cllr Greenwood would put together a draft grants policy document for further review. Proposed by Cllr Carter, seconded by Cllr Matthews.

1. To review the Complaints Procedure and recommend any changes to Full Council.

The Committee identified the need to clarify the different process that applies to complaints made by a parish resident against the council as a whole, and complaints made by a parish resident against an officer or employee of the council. The complaints procedure needs to reflect these two processes separately.

**STD2023/24-70 RESOLVED** that the complaints procedure is reformatted to reflect the two different complaint processes. Proposed by Cllr Greenwood, seconded by Cllr Hunt.

1. Updates from committee members.

Cllr Hunt spoke about the updating of the asset register.

**STD2023/24-71 RESOLVED** to give Cllr Hunt delegated powers to liaise with Cllr Greenwood and create an updated asset register. Proposed by Cllr Carter, seconded by Cllr Matthews.

1. **Date of next meeting**

The next meeting to be held at Ryburn United Football Club Ripponden in March: date to be confirmed.

The meeting closed at 9.30pm.



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| BANK RECONCILIATION | |
| Q4 2023/2024 | |
| FINANCIAL YEAR ENDING 31 MARCH 2024 | |
| PREPARED BY CLLR ALEX GREENWOOD: 31/03/2024 | |
| BALANCE PER BANK STATEMENTS AS AT: 31/03/2024 | |
| £ | |
| Lloyds Bus Bank instant: Working Capital Reserve 1 | 51,342.37 |
| Lloyds Treasurers Account: Reserves 2-5 | 5194.56 |
| Lloyds Business Account | 96117.84 |
| **152,654.77** | |
| Less: unpresented payments | 0.00 |
| Plus: unpresented receipts | 0.00 |
| Net balances at: 31/03/2024 | **152,654.77** |
| CASHBOOK | |
| Opening balance at: 31/12/2023 | **157,844.38** |
| Add: receipts | 0 |
| Add: interest | 166.05 |
| Less: payments | -5355.66 |
| Closing balance at: 31/03/2024 | **152,654.77** |
| Council acceptance resolution reference: **19070, page 6857, 4 April 2024** | |

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| BANK RECONCILIATION | |
| EoY 2023/2024 | |
| FINANCIAL YEAR ENDING 31 MARCH 2024 | |
| PREPARED BY CLLR ALEX GREENWOOD: 31/03/2024 | |
| BALANCE PER BANK STATEMENTS AS AT: 31/03/2024 | |
| £ | |
| Lloyds Bus Bank instant: Working Capital Reserve 1 | 51,342.37 |
| Lloyds Treasurers Account: Reserves 2-5 | 5194.56 |
| Lloyds Business Account | 96117.84 |
| **152,654.77** | |
| Less: unpresented payments | 0.00 |
| Plus: unpresented receipts | 0.00 |
| Net balances at: 31/03/2024 | **152,654.77** |
| CASHBOOK | |
| Opening balance at: 01/04/2023 | **135,012.56** |
| Add: receipts | 60,090.04 |
| Add: interest | 540.97 |
| Less: payments | -42,988.80 |
| Closing balance at: 31/03/2024 | **152,654.77** |
| Council acceptance resolution reference: **19071, page 6857, 4 April 2024.** | |