**To all members of the Ripponden Parish Council:**

You are hereby summoned to attend the 49th Annual Meeting of the Ripponden Parish Council, to be held at Ryburn United FC on Thursday 11th May 2023 at 7:15pm for the purpose of transacting the following business.



Sam Roberts

Clerk/Responsible Finance Officer

Sent 02 May 2023

# AGENDA

1. To vote in a new Chairman for the Ripponden Parish Council, term dates 11th May 2023 to Annual Meeting in 2024.
2. To receive the Chairman’s declaration of Acceptance of Office or, if not received, to decide when it shall be received.
3. To elect the Vice Chairman of the Parish Council for Ripponden Parish Council, term dates 11th May 2023 to Annual Meeting in 2024.
4. To accept the councillor’s declaration of Acceptance of Office or, if not received, to decide when it shall be received.
5. To note the apologies and accept the reasons for absence or lateness. *The Clerk should be informed of any reasons for lateness/ absence within a reasonable timeframe.*

# Council Business

1. To accept the minutes of the meeting held on Thursday 6th April 2023.
2. To note any reports from committees.
3. To accept the terms of reference for the committees.
	1. Employment Committee
	2. Policy Committee
	3. Asset and Building Committee
	4. Community Hub Sub-committee.
	5. EVC Working Group
	6. Verges and Pavement Working Group
	7. Parking Working Group
4. To appoint Members and Chairmen for the Ripponden Parish Council Committees, sub-committees and working groups. Chairmen will be selected once member slots are filled.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Committee/ Sub Committee/ Working Group** | Member 1 | Member 2 | Member 3 | Member 4 | Member 5 |
| Employment | RPC Chairman |  |  |  |  |
| Policy |  |  |  |  |  |
| Asset and Building |  |  |  |  |  |
| Community Hub |  |  |  |  |  |
| EVC |  |  |  |  |  |
| Verges and Pavement |  |  |  |  |  |
| Parking |  |  |  |  |  |

1. To review and authorise the Standing Orders.
2. To review and authorise the Financial Regulations.
3. To review and authorise the Risk Assessment.
4. To review and authorise the Code of Conduct.
5. To review and authorise the Publication Scheme.
6. To appoint Representatives to Committee’s and Outside Bodies and confirm how councillors will report back to the council.
	1. To appoint a Representative to the Town and Parish Council Liaison Group
	2. To appoint a Councillor to attend the Ryburn Valley Ward Forum
	3. To appoint a Representative to the Safer Cleaner Greener Group
7. To declare General Power of Competence. Legislation is the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.* Eligibility criteria are:
* At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.
* The clerk must hold at least one of the sector-specific qualifications. The Certificate in Local Council Administration (CiLCA) awarded by the Monitoring and Verification Board (or previously by the AQA).
1. To review the asset list.
2. To review the current insurance level.
3. To review current subscriptions.
	1. YLCA
	2. SLCC
	3. VAC
4. To review the complaint procedure
5. To review and authorise the policies in respect of the obligations under the Freedom of Information and data protection legislation.
	1. Data Protection Policy.
	2. Retention of Documents.
	3. Information Audit.
	4. General Privacy Notice.
	5. Freedom of Information Policy.
	6. RPC Privacy Policy.
	7. Staff and Councillor Privacy Policy.
	8. Subject Access Requests Policy.
	9. Transparency Policy.
6. To review the:
	1. Media Policy
	2. Community Engagement Policy
	3. Accessibility Statement
7. To review the Employment Handbook.
8. To review the s137 expenditure in 2022/23.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 03/10/2022 | 22/23-95 | CEC 2020-131.5 | Remembrance Wreaths | 130.00 |
|  |  |  |  |  |

1. To authorise the following dates for the ordinary meetings of the council, location to be confirmed, start time 1915 hrs.

1st June 23, 6th July 23, 3rd August 23, 7th September 23, 5th October 23, 2nd November 23, 7th December 23,4th January 24, 1st February 24, 7th March 24 and 4th April 24.

# Parish Business

1. To note the verbal report from the clerk.
	1. Declaration of interest forms need to be with the monitoring officer within 2 months of acceptance of office.
	2. Finance authorisers will be Cllrs Thornber and Cllr Greenwood.
2. To decide on the date to interview any co-option candidates.
3. To note any business that councillors wish raised at the next council meeting.

# Finance

1. To accept the AGAR documentation as attached.
2. To discuss and decide on authorisation of the Ripponden Childrens’ Day grant application for £500.
3. To accept the following payments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 03/04/2023 | 1 | 2022-18589.2 | Wage | 1,043.14 |
| 03/04/2023 | 2 | 2022-18589.3 | Tax and NI | 289.8 |
| 03/04/2023 | 3 | ENV2022-24 | A Greenwood - plants rishworth war memorial  | 27.98 |
| 03/04/2023 | 4 | 2022-18589.13 | Zurich Insurance | 867.62 |
| 15/04/2023 | 5 | 2022-18589.11 | Calderdale self-storage | 312.80 |
| 30/04/2023 | 6 | 2022-18589.9 | 365 | 76.08 |
| 3004/2023 | 7 | 2022-18589.10 | Vodaphone | 34.96 |
| 0/04/2023 | 8 | 2022-18589.8 | bank charges | 7.00 |
| 15/04/2023 |   | income | capital interest |  32.15 |
| 03/04/2023 | 9 | 2022-18589.7 | YLCA subscription | 1,028.00 |
| 03/04/2023 | R 23-24-1 | income | Precept |  58344.00 |
| 11/04/2023 | 10 | 2022-18589.6 | SLCC subscription | 177.00 |
| 13/04/2023 | 11 | 2022-18590.5 | Instantprint - annual report | 185.00 |
| 13/04/2023 | 12 | 2022-18591 | CROWS grant Highways Act 1980 s43(2) | 900.00 |
| 13/04/2023 | 13 | 2022-18592 | Barkisland Active together grant Local Gov (misc prov) Act 76 s19 1d | 500.00 |
| 17/04/2023 | 14 | 2022-18590.17 | JRB enterprises dog waste bags |  325.44 |
| 13/04/2023 | 15 | 2022-18590.1 | Post office Stamps | 11.25 |

# Correspondence

1. To note the following information correspondence accepted in April.

|  |  |
| --- | --- |
| NALC CHIEF EXECUTIVE’S BULLETIN | 6, 14 |
| YLCA | 3, 4, 6, 13, 14 |
| CMBC | 3, 6, 16,  |

# Planning

1. To decide on the following planning decisions.

[**Demolition of the existing Ladstone House Stables (Use Class E) and the construction of four new high specification, sustainable homes (Use Class C3) and associated access and landscape works (revised scheme).**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RCE5UODWK2B00&prevPage=inTray) Planning Application

Ladstone House Butterworth End Lane Norland Sowerby Bridge Calderdale HX6 3SD Ref. No: 22/00598/FUL | Received: Tue 24 May 2022 | Validated: Thu 16 Jun 2022 | Status: Pending Consideration

[**Agricultural Building**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPEFRJDWKC100&prevPage=inTray) Planning Application Hutch Royd Farm Long Causeway Rishworth Sowerby Bridge Calderdale HX6 4RF

Ref. No: 23/00118/FUL | Received: Wed 01 Feb 2023 | Validated: Wed 15 Mar 2023 | Status: Pending Consideration

[**Two storey rear extension & porch to front.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQVWRNDWM7100&prevPage=inTray) Planning Application 16 Stonelea Barkisland Sowerby Bridge Calderdale HX4 0HD

Ref. No: 23/00216/HSE | Received: Thu 02 Mar 2023 | Validated: Wed 15 Mar 2023 | Status: Pending Consideration

[**Single storey extension to existing detached double garage to accommodate indoor swimming pool.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQQQNHDWM0I00&prevPage=inTray) Planning Application

Lower Goat House Oldham Road Ripponden Sowerby Bridge Calderdale HX6 4QB Ref. No: 23/00206/HSE | Received: Mon 27 Feb 2023 | Validated: Tue 28 Mar 2023 | Status: Pending Consideration

[**Subdivision of existing house to form 2 No dwellings and 3 No detached dwellings**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPCUVADWKAD00&prevPage=inTray) Planning Application Rycliffe House 156 Halifax Road Ripponden Sowerby Bridge Calderdale Ref. No: 23/00116/FUL | Received: Tue 31 Jan 2023 | Validated: Tue 28 Mar 2023 | Status: Pending Consideration

[**Extension to double garage with first floor extension over**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RQ0JKKDWL2400&prevPage=inTray) Planning Application Harecroft House 3 Stanningden Rise Ripponden Sowerby Bridge Calderdale HX6 4FE Ref. No: 23/00155/HSE | Received: Mon 13 Feb 2023 | Validated: Fri 17 Mar 2023 | Status: Pending Consideration

[**Fell One Tree & Prune One Tree (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSE4OCDWGN000&prevPage=inTray) Planning Application Old Stones Lodge Rochdale Road Ripponden Sowerby Bridge Calderdale HX6 4LB Ref. No: 23/20043/TPO | Received: Fri 31 Mar 2023 | Validated: Fri 31 Mar 2023 | Status: Pending Consideration

[**First floor extension and single storey extension (Listed Building Consent)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RS6QJKDWGB400&prevPage=inTray) Planning Application Great House Farm Lighthazles Road Soyland Sowerby Bridge Calderdale HX6 4NP Ref. No: 23/00343/LBC | Received: Mon 27 Mar 2023 | Validated: Mon 27 Mar 2023 | Status: Pending Consideration

[**First floor extension and single storey extension**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RS6QJHDWGB300&prevPage=inTray) Planning Application Great House Farm Lighthazles Road Soyland Sowerby Bridge Calderdale HX6 4NP Ref. No: 23/00342/HSE | Received: Mon 27 Mar 2023 | Validated: Mon 27 Mar 2023 | Status: Pending Consideration

1. To note the listed planning decisions.

[**Proposed double garage and store/sun room (Resubmission of Planning Application ref: 22/00663/HSE)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=RPPBESDWKO300&activeTab=summary) Bold Hall Greetland Road Barkisland Sowerby Bridge Calderdale HX4 0DE Ref. No: 23/00134/HSE | Received: Tue 07 Feb 2023 | Validated: Tue 07 Feb 2023 | Status: Refuse

[**Installation of a garden room.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=RPNYUADWKN100&activeTab=summary) 69 Stonelea Barkisland Sowerby Bridge Calderdale HX4 0HD Ref. No: 23/00131/HSE | Received: Mon 06 Feb 2023 | Validated: Mon 20 Feb 2023 | Status: Permit

[**Fell Two Trees (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=RPLOUJDWKJQ00&activeTab=summary) Highfield Farm Barn Bank Hey Bottom Lane Ripponden Sowerby Bridge Calderdale HX6 4HN Ref. No: 23/20032/TPO | Received: Mon 06 Feb 2023 | Validated: Mon 06 Feb 2023 | Status: Grant Consent

[**Installation of new parking and turning area, including new vehicular access**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=RJ8IXEDWLJP00&activeTab=summary) 108 Halifax Road Ripponden Sowerby Bridge Calderdale HX6 4AG Ref. No: 22/01097/HSE | Received: Tue 04 Oct 2022 | Validated: Fri 07 Oct 2022 | Status: Permit

[**Erection of single storey side/rear extension with first floor side balcony and installation of front porch.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=RFXFDADWGV300&activeTab=summary) Flints Hall Farm Greave Road Cotton Stones Sowerby Bridge Calderdale HX6 4NT Ref. No: 22/00848/HSE | Received: Mon 01 Aug 2022 | Validated: Mon 08 Aug 2022 | Status: Permit

[**Renovation and extension of existing barn to create a family home with associated parking.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=R9WPZZDWGW800&activeTab=summary) Land West Of 1 Blue Ball Cottages Blue Ball Road Ripponden Sowerby Bridge Calderdale Ref. No: 22/00414/FUL | Received: Wed 06 Apr 2022 | Validated: Mon 27 Jun 2022 | Status: Permit

[**Submission of information to Discharge Condition 2 on planning application 20/01205/HSE**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=R0YHZ7DWN2800&activeTab=summary) 15 Old Bank Ripponden Sowerby Bridge Calderdale HX6 4DG Ref. No: 20/01205/DISC1 | Received: Thu 14 Oct 2021 | Validated: Thu 14 Oct 2021 | Status: Partially Complied With

[**Variation of condition 1 on planning application 18/00016/FUL - Revisions to the approved design and appearance; substitute drawing number S1188-02B for the approved plan**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?keyVal=QZ7YLCDWKO700&activeTab=summary) Highroyd Farm Greetland Road Barkisland Sowerby Bridge Calderdale Ref. No: 21/01250/VAR | Received: Fri 10 Sep 2021 | Validated: Fri 10 Sep 2021 | Status: Permit

# Date of Next Meetings

Date of Next Meetings (all at 1915 hrs on a Thursday); as authorised above.