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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Annual Meeting**

**held on** **11th May 2023**

# The Annual Meeting of the Ripponden Parish Council, held at Ryburn Football Club Thursday 11th May 2023 at 7: 15pm.

### Councillors Present: Cllr Nicholls chaired the meeting until Cllr Naylor was voted in as Chairman. In attendance were Cllr Greenwood, Cllr Hunt, Cllr C Johnson, Cllr K Naylor, Cllr Nothard, and Cllr Webster.

### In attendance: Mr S Pickles, Ms S Hirst, Mr D Hirst and the Parish Clerk.

1. Resolved that Cllr Naylor was voted in as the new Chairman for the Ripponden Parish Council, term dates 11th May 2023 to Annual Meeting in 2024.
2. Resolved to receive the Chairman’s declaration of Acceptance of Office.
3. Resolved that Cllr Johnson was voted in as the new the Vice Chairman of the Parish Council for Ripponden Parish Council, term dates 11th May 2023 to Annual Meeting in 2024.
4. Resolved to accept the councillor’s declaration of Acceptance of Office or, if not received, to decide when it shall be received.
5. Resolved to note the apologies Cllr Nothard (Work) and Cllr Thornber (Holiday)*.*

# Council Business

1. Resolved to accept the minutes of the meeting held on Thursday 6th April 2023.
2. Resolved to note any reports from committees.

Relocation committee commented that CMBC confirmed through the JWA consultation that if we didn’t hit the milestones as listed that they would help the council meet them. They also from solicitor that we hadn’t heard back and they had chased today.

1. Resolved not to accept the terms of reference for the following committees and
2. For Cllr A Naylor, Cllr K Naylor, Cllr Hunt, Cllr Greenwood, Cllr Johnson, Against – None. Abstain Cllr Webster, Cllr Nicholls.
   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
3. Resolved not 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.

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| --- | --- | --- | --- | --- | --- |
| **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 |  |  |  |  |  |
|  |  |  |  |  |  |

For Cllr A Naylor, Cllr K Naylor, Cllr Hunt, Cllr Greenwood, Cllr Johnson, Against – None. Abstain Cllr Webster, Cllr Nicholls.

1. Resolved to Standign Orders brought to full council for scrutiny.
2. Resolved to authorise the Financial Regulations brought to full council for scrutiny.
3. Resolved to authorise the Risk Assessment brought to full council for scrutiny.
4. Resolved to authorise the Code of Conduct brought to full council for scrutiny.
5. Resolved to authorise the Publication Scheme brought to full council for scrutiny.
6. Resolved to appoint Representatives to Committee’s and Outside Bodies and confirm that Cllrs will report back by a written report the council, sent to the clerk and then sent to members.
   1. Cllr Hunt appointed as the representative to the Town and Parish Council Liaison Group
   2. Cllr Webster appointed to attend the Ryburn Valley Ward Forum
   3. Cllr Webster appointed as the representative to the Safer Cleaner Greener Group
   4. Cllr Naylor and Cllr Johnson appointed as the representative on the YLCA South Pennine Branch
7. To declare General Power of Competence. Legislation is the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. For Cllr A Naylor, Cllr Johnnson, Cllr Nicholls, Cllr Webster Against Cllr Greenwood and Abstain Cllr K Naylor and Cllr Hunt*
8. Resolved to accept the asset list, heart lights, shepherds crook, fake flowers moved to storage.
9. Resolved to bring the current insurance level to full council in June.
10. Resolved to accept the current subscriptions.
    1. YLCA
    2. SLCC
    3. VAC Cllr Greenwood abstained.
11. Resolved to bring the complaint procedure to scrutiny to next council meeting. Abstain lw rn.
12. Resolved to authorise the policies in respect of the obligations under the Freedom of Information and data protection legislation.
    1. Data Protection Policy. -as is.
    2. Retention of Documents. – as is
    3. Information Audit.- as is
    4. General Privacy Notice. Needs updating wrong address accepted with alteration.
    5. Freedom of Information Policy. Accept double check address
    6. RPC Privacy Policy. accepted
    7. Staff and Councillor Privacy Policy.
    8. Subject Access Requests Policy.
    9. Transparency Policy. Reviewed at next council, due to publish a council plan yearly and cllrs not writing a paragraph on activites.

All

1. Resolved to accept the:
   1. Media Policy hold over
   2. Community Engagement Policy hold over
   3. Accessibility Statement hold over to a future full council meeting
2. Resolved to review the Employment Handbook later in the year.
3. Resolved to accept the s137 expenditure in 2022/23.

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

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

1st June 23 and frequency of council meeting will then be discussed at that meeting.

# Parish Business

1. Resolved 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.
   3. Notice board Rylands Park – JC and AG for Rishworth, AN Soyland RN Ripponden till next meeting. flag master and dog poo bags at res at next meeting.
   4. Headshots and Bios
2. Resolved to decide on the 23rd of May 2023 at 1915 hrs to interview the co-option candidates.
3. Resolved to note any business that councillors wish raised at the next council meeting.
   1. Horse riding signs on Rishworth New Lane – Cllr Greenwood

# Finance

1. *Resolved to review AGAR paperwork when it is given.*
2. Resolved to review Ripponden Childrens’ Day grant application for £500 at next ordinary meeting.
3. Resolved 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 |

*Cllr Greenwood was concerned about the issue there is a yearly amount paid to CROWS and they applied for a grant as well.*

*Cllr johnson abstained*

# Correspondence

1. Resolved to note the following information correspondence accepted in April.

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

# Planning

1. Resolved 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 | Not in area, in Norland. No comment |
| [**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 | approve |
| [**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 | approve |
| [**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 | approve |
| [**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 | approve |
| [**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 | approve |
| [**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 | No comment |
| [**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 | approved |
| [**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 | approved |

1. Resolved 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); 1st June 23.

Meeting ended: 2043 hrs.