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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**15th June 2023**

Ripponden Parish Council - Full Council Meeting

The 1,232nd Meeting of Ripponden Parish Council held on Thursday 15th June 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A. Naylor (Chair), Cllr C. Johnson (Vice Chair), Cllr P. Hunt, Cllr K. Naylor, Cllr J. Crossley, Cllr R. Nicholls, Cllr R. Thornber, Cllr G. Potts, Cllr A. Greenwood, Cllr L. Webster.

Absent with apologies: Cllr P. Nothard, Cllr G. Carter.

Minutes

**2023/2024 -**18699 – A reminder by the Chair of expectations that the meeting would be audio / visually recorded.

Cllr A. Greenwood set the recording device at this point to record the ongoing proceedings of the meeting.

**2023/2024-** 18700 – To note any public participation.

No members of the public were present at this meeting.

**2023/2024-**18701 – To receive apologies for absence or lateness.

As noted above, apologies were received from Cllrs Nothard and Carter.

**2023/2024 –** 18702 – To receive any declarations of interest.

None given.

**2023/2024 –** 18703 – To confirm the minutes of the meeting held on 1 June 2023 as a true and honest record.

Cllr C. Johnson proposed; Cllr K. Naylor seconded. The vote to confirm the minutes was unanimous.

**2023/2024 –** 18704 - To confirm the minutes of the Annual Meeting held on 11 May 2023 as a true and honest record.

Cllr P. Hunt proposed; Cllr R. Nicholls seconded. The vote to confirm the minutes was unanimous.

**2023/2024 –** 18705 – To receive the Chairman’s report

Cllr A. Naylor (Chair) noted that there was no report to provide under this section, rather issues to be raised under other items on this meeting’s agenda.

**2023/2024 –** 18706 – To receive an administrative report.

A full update was provided by Cllr A. Greenwood. Cllr Greenwood noted she was happy to take any website amendment suggestions from Cllrs. It was also established which Cllrs possess the current, outstanding noticeboard keys.

A new, temporary Flagmaster was identified and cover will be provided by Cllr R. Nicholls who volunteered this service. It was agreed that a flag for Trooping the Colour will go up.

**2023/2024 –** 18707 – To decide the key financial authorisers for the month.

The meeting agreed that invoices going forward would be agreed by Full Council and then Cllrs Greenwood and Nicholls would liaise to complete computer authorization.

**Matters Arising from Previous Meeting Minutes**

**2023/2024 –** 18708 – To receive an update as to the redirection of the Parish Council’s mail from the clerk’s address; consider the change of banking address and decide on further action to be taken.

Cllr Nicholls noted that redirection of mail has been approved with Royal Mail, though the meeting noted that no actual payment to Royal Mail has taken place at this stage, or authorization of the redirection service. Some post has been received by Cllr A. Naylor. The Council will receive a further update on the situation at a later point.

On the subject of the banking address, Cllr A. Greenwood noted that the Lloyds Bank form must be completed and sent back. Cllr A. Naylor agreed to be put as the Parish Council’s banking address for now and signatures must be provided by Cllrs Greenwood and Nicholls.

Proposed by Cllr C. Johnson; Seconded by Cllr R. Nicholls. All voted in favour for these actions.

The meeting agreed that once the banking address has been changed, the Council may then apply for a new debit card and add the new Cllrs / Cllrs without access as authorized persons to the account. These actions are to be left to the next meeting.

**2023/2024 –** 18709 – To note that the supplied passwords for the clerk’s MS365 account do not appear to be valid and decide on action to be taken.

Cllr A. Greenwood led on the issues with access concerning MS365. It was noted the Council’s laptop is currently with Mrs Worboys for the purposes of Payroll work.

The meeting agreed that Cllr A. Greenwood would re-set the password on a temporary basis as this is required at this stage.

Proposed by Cllr C. Johnson; Seconded by Cllr R. Thornber. All voted in favour of this action.

**2023/2024 –**18710 – To receive an update on the response of local accountants as to the matter of payroll duties and decide upon action to be taken.

The meeting noted that the services of Mrs J. Worboys (local accountant) have been and are being used for Payroll purposes. The meeting noted that payment for the service recently used will need to take place.

The meeting agreed that the Council should utilize Mrs Worboys’s Payroll service for the clerk’s next pay.

Proposed by Cllr A. Greenwood; Seconded by Cllr R. Nicholls. All voted in favour for this action.

**2023/2024 –** 18711 – To receive an update on the addition of new councilors to the bank account and decide upon action to be taken.

The meeting noted that the Council cannot take action on adding new councilors until the banking address has formally been changed to Cllr A. Naylor’s address. In the meantime, however, Cllrs can provide their contact details to Cllr A. Greenwood (in the event they have not already been provided previously).

**2023/2024 –** 18712 – To consider and decide upon an initial meeting date for the following committees:

18712**.1** – Standards

The meeting agreed that the Standards Committee would agree a date to meet soon.

18712**.2** – Employment

\*Press & Public Excluded\*

Minutes truncated for sensitivity reasons.

The meeting noted the advice from local employment / HR expert Ms M. Stead. The meeting heard views on how to proceed with some employment related issues. Cllr R. Nicholls to continue with liaison role and new tasks relating to employment.

Proposed by Cllr A. Greenwood; Seconded by Cllr L Webster. All voted in favour.

**2023/2024 –** 18713 – To consider and decide upon the appropriate action to be taken for the amendment of the circulated asset list.

The asset list has been re-circulated. Actions to be taken at a future date.

**New Parish Business**

**2023/2024 –** 18714 – To receive a verbal briefing on the status of the Annual Governance and Accountability Report (AGAR) for 2022/2023 and decide upon action to be taken.

Cllr A. Greenwood gave an update / report on the current situation. Naomi Clark is our internal auditor and she has completed a report based on partial information. She proposed that the Council uses a Bookkeeper. There is an issue with signatories to the AGAR documents due to the clerk’s leave of absence and issues were noted with regards to Council record keeping.

It was noted that advice was recently received from PFK and the advice was that where a clerk is unavailable, an appropriate Cllr can act in his/her capacity if they perform the clerk’s role.

It was noted that if the Council breaches the last day of June 2023 deadline, it would be in breach of statutory requirements. Other caveats and requirements of the process were also noted.

Cllr A. Greenwood stated that we need a meeting where AGAR requirements can be discussed and paperwork agreed. The meeting agreed this can come up at the next meeting and that Cllrs A. Naylor and A. Greenwood can fill in the qualifying statement as best as possible with assistance from Cllr G. Carter.

Proposed by Cllr R. Nicholls; Seconded by Cllr A. Greenwood. All voted in favour for these actions to be carried out.

\*Press and Public allowed back into the meeting\*

**2023/2024 –** 18715 – To decide on the establishment of an Environment Committee and appoint members to that committee.

The setting up of the committee was agreed and the following Cllrs were accepted as members to this committee: Cllr L. Webster, Cllr A. Greenwood, Cllr P. Hunt, Cllr J. Crossley and Cllr G. Potts (? Check if I have that right?)

**2023/2024 –** 18716 – To consider and decide upon the repainting of Pretoria Bridge.

Cllr J. Crossley asked for the repainting of the bridge and when this can happen. There was a discussion in the meeting about the matter. The meeting agreed that Cllr R. Thornber, in his capacity as ward Cllr, would approach CMBC with a view to asking them to consider conducting this work.

Proposed by Cllr R. Nicholls; Seconded by Cllr A. Greenwood. All voted in favour.

**2023/2024 –** 18717 – To receive an update on M365 software and decide whether to purchase two extra licences at a cost of £4.90 per month per user (plus tax) so all Cllrs have access.

Cllr A. Greenwood noted that the Council currently has 10 basic licences on subscription. The Council agreed that Cllr A. Greenwood would try to activate fresh accounts for two new users at the noted cost.

Proposed by Cllr R. Nicholls; Seconded by Cllr G. Potts. All voted in favour.

**Report from Councilors**

**2023/2024 –** 18718 – To receive members’ reports.

Cllr A. Greenwood said a resident had come forward complaining of speeding and a lack of speed cameras. Cllr L. Webster said she would feed this back to Safer Cleaner Greener at CMBC.

Cllr G. Potts asked who to speak to in order that we can get useful messages on the large, black matrix board / sign (electronically activated) situated on the border between Rishworth and Ripponden on Oldham Road. Cllr L. Webster said she would seek further information on this from Safer Cleaner Greener.

Cllr L. Webster gave an update on her community activities including a litter pick and replacement of dog poo bags for the dispensers. She noted that more bags are required. Cllr A. Greenwood noted that the Council has a delivery note for a fresh consignment of said bags.

Cllr R. Nicholls said he had a resident approach him about the gates at Mill Fold Park which usually have an obstacle blocking access but that this has been removed. Cllr R. Thornber said the block would be replaced after Ripponden Children’s Day.

Cllr Nicholls added that a local environment group had approached him to ask whether the Council can reallocate money to them in a grant, further to the council deciding not to go ahead with paid for works. The meeting noted that Bradshaws have already been instructed to start clearing work on Rochdale Road, Stones, Oldham Road to the turning circle and around Barkisland Post Office up to the church. Cllr R. Thornber said he would press CMBC over whether they would conduct the work under their principle authority responsibilities.

Cllr J. Crossley updated the meeting about the activity of school children around Ryburn Dam, where there has been associated acts of petty crime and ASB. Cllr L. Webster explained that Yorkshire Water have employed 2 wardens to focus on the local reservoirs. Cllr R. Thornber explained that there is an issue with the non closure of the car park gates at Boothwood Reservoir.

Cllr K. Naylor said she had a resident approach her about the fridges and the polytunnel in the field next to Oldham Road / opposite to Rishworth School. The resident will be asked to approach Customer First at CMBC to relay their exact concerns.

Cllr P. Hunt updated the meeting about a question he raised at Cabinet during their last meeting at CMBC Town Hall. The question related to the need for reasonable adjustments to be made under the Equality Act for residents with special needs who are unable to pay for council services (bulky waste collection in this case) using cash. There was a positive outcome to this enquiry made on behalf of a local resident.

**Finance**

**2023/2024 –** 18719 – To note the bank balances of the following RPC accounts as of 8 June 2023

(Please see Agenda for details of those balance figures). The sums were noted.

**2023/2024 –** 18720 – To note the currently active direct debits and standing orders from the business account.

(Please see Agenda for details of those figures). The sums were noted.

**2023/2024 –** 18721 – To receive invoices and authorise their payment.

(Please see Agenda for details of those invoices).

In the order in which they appear on the Agenda, the following unanimously agreed votes were proposed and seconded.

18721.1 – Cllr R. Nicholls; Cllr L. Webster.

18721.2 – Cllr P. Hunt; Cllr L. Webster

18721.3 – Cllr R. Nicholls; Cllr A. Greenwood

18721.4 – Cllr R. Nicholls; Cllr L. Webster.

18721.5 - As an additional emergency item, the council agreed to pay Mrs Worboys for her Payroll services to date. Proposed by Cllr L. Webster and Seconded by Cllr R. Nicholls.

**2023/2024 –** 18722 – To receive the quote from Skill Tech Northern and decide upon action to be taken.

The meeting was informed that the Council awaits the application for the relevant grant for this to go ahead. A form is to be sent out by Cllr. A. Naylor.

**2023/2024 –** 18723 – To note the remaining budget for grants in 23/24 is £2,808 (£4,000 budget minus Crows payment of £400, minus BAT payment of £500, minus RDC payment of £292) and decide on action to be taken.

Cllr A. Greenwood stated she believed the Council should increase the budget. This matter is to be put on the agenda for the next meeting.

**2023/2024 –** 18724 – To discuss and decide on the grant application from Ripponden Bowling Club for £1,085 for the refurbishment of benches.

The meeting decided this should be deferred to the next meeting.

Proposed by Cllr R. Nicholls; Seconded by Cllr R. Thornber. All voted in favour.

**2023/2024 –** 18725 – To discuss and decide on the grant application from Soyland in Bloom for £390 for a self-watering planter, soil and perennials.

The meeting agreed to pay the full amount in a grant.

Proposed by Cllr R. Nicholls; Seconded by Cllr L. Webster. All voted in favour.

**2023/2024 –** 18726 – To note listed bank payments and receipts.

The meeting noted this information.

**Correspondence**

**2023/2024 –** 18727 – To receive the letter from Go Local and consider action to be taken.

\*Press and Public Excluded\*

The meeting agreed a letter should be written to Go Local, where we hope to continue our working relationship with the magazine.

Proposed by Cllr R. Nicholls; Seconded by Cllr A. Greenwood. All voted in favour.

\*Press and Public brought back to the meeting\*

**2023/2024 –** 18728 – To receive correspondence from George Jenkins, Band Manager of West Yorkshire Fire and Rescue Service, offering a small band to accompany the Remembrance Sunday service for £350 and consider action to be taken (budget is £1,300).

The meeting agreed to go ahead with a booking for this service for this amount and that the Council should ask them whether we can have the full band for the following year.

Proposed by Cllr C. Johnson; Seconded by Cllr G. Potts. All voted in favour.

**2023/2024 –** 18729 – To receive the letter from Karen Jackson and consider action to be taken.

The Council agreed that CMBC would be asked to deal with the issue.

Proposed by Cllr R. Nicholls; Seconded by Cllr L. Webster. All voted in favour.

**Planning**

**2023/2024 –** 18730 – To note the consultee comment submitted to CMBC – with reference to Ref. No. 23/00325/HSE: No Objection. The meeting noted this comment.

**For the next meeting**

**2023/2024 –** 18731 – To note items to be put on the agenda for the next council meeting.

1. To approve Janet Sheard as temporary clerk for the time being.
2. To decide on what action should be taken about the Rochdale Road phone box.

**Ward Cllr Reports**

**2023/2024 –** 18732 – Cllr R. Thornber updated the meeting about a TRO out for consultation in the centre of Barkisland. Cllr Thornber asked CMBC about the feasibility of a chicane, following the recent tragic RTA in the village. This would be positioned on Saddleworth Road.

The Greetland Road speed limit is under review.

The 2.5 metre high fence near Pinfold Close / Stonelea was discussed and it was noted that there are issues with enforcement.

Cllr R. Thornber also added that there is a TRO in place for Bank Hey Bottom Lane which purportedly will take local residents into account. This starts on 26 June 2023.

**Date of Next Meeting**

**2023/2024 –** 18733 - To agree the date of the next ordinary meeting of the Ripponden Parish Council.

The meeting agreed the next meeting date would be 29 June 2023, at 19:15 at Ryburn Football Club.

The meeting ended at 21:18.