

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**29th June 2023**



**RIPPONDEN PARISH COUNCIL MINUTES Page 6725**

The 1233rd Meeting of the Ripponden Parish Council held at Ryburn United Football Club Ripponden on Thursday 29th June 2023 at 7.15pm

**Councillors Present:** Cllr A Naylor chaired the meeting.

Cllr G Carter, Cllr J Crossley, Cllr A Greenwood, Cllr Hunt (7.50pm) Cllr C Johnson, Cllr K Naylor, Cllr G Potts

**2023/2024 101** The Chairman reminded Cllrs 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 102 To note public participation**.

None present.

**2023/2024 103 To receive apologies for absence or lateness**.

Cllr Hunt (late) Cllr Nicholls (work) Cllr Nothard (leave) Cllr Thornber (at another meeting), Cllr Webster (at another meeting)

The Chairman asked that item 2023/2024 110 be brought forward for discussion.

**18734** **Resolved** that Press and Public be excluded from the meeting for the next item.

**18736 Resolved** that Press and Public be allowed back into the Meeting.

**Janet Sheard joined the meeting at 7.17pm.**

**2023/2024 - 104** **To receive any declarations of interest**

None given.

**2023/2024 - 105 To confirm the minutes of the meeting held on 15th June 2023 as a true and honest record.**

**18737** **Resolved** that the minutes be accepted as a true and honest record of the meeting held on 15th June 2023.

**2023/2024 – 106 To receive the Chairman’s report**

Cllr A Naylor informed the meeting that he had no report to provide under this section rather it would be included in the administrative report.

**2023/2024 – 107 To receive an administrative report.**

Cllr Greenwood reminded the meeting that she required Cllr photographs and bios for the Parish Council website.

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**2023/2024 – 107 To receive an administrative report** **(continued)**

Cllr Greenwood stated that the Parish Council required a data controller.

Cllr Greenwood had confirmed with George Jenkins that the Parish Council required a small band for Remembrance Sunday. She had heard nothing back and would follow up with a phone call.

Cllr Greenwood reported that an address update had been sent to Lloyds Bank. While attempting to remove/add Cllrs to the banking mandate a number of issues had been flagged up. Cllr Greenwood presented a detailed review of the parish council’s current banking system, the means for paying invoices and the identification required by Lloyds Bank for signatories. A Cllr felt that some requirements for information were invasive. Cllr Greenwood requested that banking requirements should be a future agenda item.

Cllr Greenwood informed the meeting that she had liaised with the Clerk at Hebden Royd Town Council regarding its banking system and gave a review of this to Cllrs.

**18738 Resolved** that Press and Public be excluded from the meeting.

**18739 Resolved** that Press and Public be allowed back into the meeting.

Cllr Greenwood had changed the password for the Clerk’s 365 account and passed the information to the Chairman and Vice Chairman. The Parish Council’s Vodafone address had been changed. Cllr Greenwood had been unable to download the Vodafone invoices for May and June but would revisit the issue to try and resolve. The Parish Council had received a line rental rebate for May.

**Cllr Hunt arrived at the meeting at 7.50pm**

Cllr Greenwood reported that the agendas were online. Minutes required signing so that they could be uploaded onto the website.

**18740 Resolved** that Cllr Greenwood and Cllr Nicholls remain as financial authorisers until further notice.

Cllr Greenwood reported that Mrs Warboys will continue to provide payroll services. All Cllrs have 365 accounts and email addresses.

Cllr Greenwood reported that Inspector Craig Collins had taken over from Inspector Ben Doughty at West Yorkshire Police.

Cllr A Naylor noted that the Clerk’s mobile and the Parish Council’s mobile were both with Vodafone and had been registered to the same address. The Parish Council’s details had been amended.

Cllr A Naylor informed the meeting that the Parish Council’s mail redirection had ceased as he had had no means for making the necessary payment. Cllr Johnson asked if the mail was being collected from the Clerk by Cllr Nicholls. Cllr A Naylor was unable to confirm this. The Parish Council’s mail redirection would have to be an agenda item for future discussion.

Cllr Johnson referred back to the Parish Council’s need for a data controller.

**18741 Resolved** that Cllr Potts would temporarily deal with data control on the Parish Council’s website.

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**2023/2024 – 107 To receive an administrative report** **(continued)**

Cllr Carter, being mindful of GDPR, expressed concern that members of the public names were appearing in minutes and thereby being uploaded onto the website. Going forward, Cllr Potts would monitor and make necessary redactions.

**2023/2024 – 108 To note that Cllr Greenwood and Cllr Nicholls will be the financial authorisers until further notice.**

The agenda item was discussed and approved under the administrative report.

**2023/2024 -109 To note the following date: 17th July, Birthday of the Queen Consort**

Cllr Johnson agreed to raise the flag for the Queen Consort’s birthday.

**18742** **Resolved** that Press and Public be excluded from the Meeting for the next item.

**18744 Resolved** that Press and Public be allowed back into the Meeting.

**2023/2024 – 112 To consider and decide upon an initial meeting date for the following committees:**

 **2023/2024 112.1 Standards**

Provisionally agreed for 3rd August 2023

 **2023/2024 112.2 Employment**

To be agreed at a future date

 **2023/2024 112.3 Environment**

25th July 2023

Full Council Meetings will be held on 13th July 2023 and 27th July 2023.

Cllr Crossley asked if representatives of outside bodies would be invited to the Environment Committee meetings. It was confirmed that once Terms of Reference have been agreed at the first committee meeting and presented to Full Council, invitations would be sent out to relevant parties for future meetings.

Cllr Carter asked if each parish ward was represented on the Environment Committee

**18745 Resolved** that Cllr Carter be appointed to the Environment Committee to represent the Barkisland Ward

Cllr Carter stated that she would welcome the opportunity to liaise with Cllrs Johnson and Thornber regarding the Barkisland ward.

The meeting agreed that Cllr A Naylor would check the room availability for future meetings.

Cllr Greenwood was asked to collect the laptop from Mrs Warboys to pass on to the acting clerk.

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**2023/2024 – 113 Annual Governance and Accountability Return (AGAR) 2022-2023**

**2023/2024 – 113.1 To note the Annual Internal Audit Report for 2022-2023 included as part of the AGAR 2022-2023.**

The Annual Internal Audit Report had been completed with guidance from the internal auditor.

Cllr A Naylor acknowledged the time spent by Cllr Greenwood on completing the AGAR

The meeting noted the Annual Audit Report which was signed by the Chairman, Cllr A Naylor.

**2023/2024 – 113.2 To approve Section 1 – Annual Governance Statement 2022-2023 for Ripponden Parish Council, AGAR 2022-2023**

**18746 Resolved** that the meeting approved Section 1 – Annual Governance Statement 2022-2023 for Ripponden Parish Council, AGAR 2022-2023

**2023/2024 – 113.3 To approve Section 2 – Annual Governance Statement 2022-2023 for Ripponden Parish Council, AGAR 2022-2023**

**18747 Resolved** that the meeting approved Section 1 – Annual Governance Statement 2022-2023 for Ripponden Parish Council, AGAR 2022-2023

**2023/2024 – 113.4 To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities**

**18748 Resolved** that the meeting approved the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

**New Parish Business**

**2023/2024 – 114 To review and discuss the 2023/2024 budget and cashbook allocations and decide upon action to be taken**

Cllr Greenwood gave a review of the various budget headings and allocations which were discussed in detail by the meeting. It was noted that precept money had not been spent on the people of this community.

**18749** Resolved that money should be spent for the benefit of the community.

**2023/2024 – 115 To review and discuss the repair of the Rochdale Road K6 classic telephone box after vandalism and decide upon the actions to be taken.**

**2023/2024 – 115.1**

**2023/2024 – 115.2**

**2023/2024 – 115.3**

The meeting agreed that all matters relating to the repair of the telephone box should be passed to the Environment Committee.

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**2023/2024 – 116 To review the situation as regards front railings for the Ripponden War Memorial and decide upon any action to be taken.**

Cllr Crossley asked whether 3 quotes had been obtained for the railings. Cllr Greenwood provided details of the quotes received to date. The meeting agreed that a quote should be obtained from John Feather of Halifax.

The agenda item to be passed to the Environment Committee to progress.

**2023/2024 – 117 To discuss and decide upon approaching Moorland Book-Keeping with a view to reviewing the Parish Council’s accounts for the purpose of identifying the sources of variance**

**Cllr Johnson** expressed grave concern that the Parish Council, in the previous council year, had not been made aware of the letter from the Internal Auditors in which it was recommended that the Parish Council

should employ a bookkeeper to do its accounts. The meeting noted Cllr Johnson’s concerns. It was agreed, moving forward, that on a temporary basis Cllr Greenwood would maintain the Parish Council’s accounts.

**2023/2024 – 118 To discuss the need for the Council to acquire premises to use as an office and storage facility and decide upon action to be taken.**

**Cllr Potts** reviewed the availability of suitable premises in Ripponden and the Parish Council’s lack of presence within the community. The meeting noted the current costs for storage (312.80 inc. VAT) and room hire (£30 per session).

It was agreed that if the community hub was to progress it could be some time before the matter was finalized. In the meantime, the meeting agreed that initial enquiries should be made regarding a 12-month lease of premises identified by Cllr Potts.

**18750 Resolved** that Cllr Naylor would contact Redwoods who are dealing with the property let.

**Reports from Councillors**

**2023/2024 – 119 To receive Councillors’ Reports**

**Cllr Johnson** reported an instance of fly tipping at Flight House Road.

**Cllr Greenwood** informed the meeting that the clematis planted at the war memorial had bloomed.

**Cllr K Naylor** informed the meeting that overhanging bushes at the junction of Elland Road/Bank Hey Bottom Lane had been reported to Calderdale Council.

**Cllr K Naylor** had been informed, by Calderdale Council, that the polytunnels and fridges on private land at Rishworth were not fly tipping. Calderdale Council’s Protection Team would contact the landowner.

**Cllr K Nayor** had attempted to report an upended grate cover to Yorkshire Water. Yorkshire Water had no mechanism in place to report this and the matter had been referred to Calderdale Council.

**Cllr Potts** informed the meeting that he had reviewed the Parish Council’s website and would continue to do so.

**Cllr Hunt** reported that a resident had expressed concerns about the ‘No Mow’ grass opposite St John’s estate on Rishworth New Road which was affecting sight lines. To be reported to Calderdale Council.

**Cllr Crossley** informed the meeting that a business owner on Oldham Road had expressed concerns about the quantity of litter in the memorial garden, particularly adjacent to the seating. Cllr Carter highlighted the fact that the bin was in the wrong place and should be located closer to the seating to discourage litter.

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**2023/2024 – 119 To receive Councillors’ Reports (continued)**

**Cllr Carter** reported that the overhanging greenery on Rochdale Road had been removed by residents.

The fence erected at Stone Lea Barkisland had gone to Calderdale Council’s enforcement.

**Cllr Carter** requested that representatives of Calderdale Council and West Yorkshire Police be invited to meet with the Parish Council at a future meeting.

**Cllr Greenwood** informed the meeting that a resident, a horticulturalist, from Rishworth had offered to redesign and replant the war memorials for reimbursement of petrol and plant costs. This would be subject to a small plaque acknowledging the work. The meeting agreed the matter should be passed to the Environment Committee to progress.

**2023/2024 – 120 To note the bank balances of the following Ripponden Parish Council accounts as of 13.04, 21st June 2023:**

* + - Business Account: £128,846.12
		- Treasurers Account: £5,194.56
		- Bus Bank Instant (Working Capital Account: 0.75% GIR): £50,862.45

The meeting noted the bank balances as quoted above.

**2023/2024 – 121 To receive the grant application from Mr Whippey and decide upon action to be taken** Cllr A Naylor informed the meeting that Mr Whippey was currently liaising with Linda Friend at the Upper Brig Royd Community Centre regarding the grant application. The application form will follow.

**2023/2024 – 122 To discuss and decide upon the grant application from Ripponden Bowling Club for £1085 for the refurbishment of four benches.**

The meeting discussed the grant application.

**18751 Resolved** that the bowling club should be contacted to establish ownership of the benches, to ask whether other funding had been secured and toclarify whether the benches are available for public use and if so, is this when the club is open to members or 24/7.

**18752 Resolved to** Suspend Standing Orders to conclude business.

**2023/2024 – 123 To receive the following invoices and authorise their payment.**

* 2023/2024 – 123.1 amazon invoice GB330AWTIAEUI for £21.09 for document wallets and binders.

o 23/24 admin expenditure: stationery and supplies

* 2023/2024 – 123.2 amazon invoice GB727255821 for £21.75 for printer ink.

o 23/24 admin expenditure: stationery and supplies

**18753 Resolved** to authorise payments as listed above.

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**2023/2024 – 124 To note the listed bank payments and receipts.**

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| --- | --- | --- | --- | --- |
| 16/06/2023  | MSFT \* E0100NRIMQ CD 6610 | 54 |  | 128846.1 |
| 16/06/2023  | MSFT \* E0100NRTN9 CD 6610 | 11.28 |  | 128900.1 |
| 16/06/2023  | VOLUNTARY & COMMUN 300000001153943294 INV-00670 608301 10 16JUN23 14:00 | 50 |  | 128911.4 |
| 16/06/2023 | TOWN PARISH AUDIT 100000001147189810 INVOICE NO 232401 089299 10 16JUN23 14:00 | 235 |  | 128961.4 |
| 16/06/2023 | SOYLAND IN BLOOM 200000001146681211 RPC GRANT 777167 10 16JUN23 13:59 | 390 |  | 129196.4 |
| 16/06/2023 | RYBURN UNITED JUNI 100000001147189270 222318 309376 10 16JUN23 13:59 | 90 |  | 129586.4 |
| 16/06/2023 | JENNY WARBOYS 100000001147189001 INVOICE NO 0037 309487 10 16JUN23 13:58 | 27 |  | 129676.4 |
| 16/06/2023 | BRIGGSPRIESTLEY 200000001146680359 INVOICE NO. 59700 050449 10 16JUN23 13:58 | 376.32 |  | 129703.4 |
| 15/06/2023 | CALDERDALE SELF ST | 312.8 |  | 130079.7 |
| 12/06/2023 | S ROBERTS 300000001150570394 WAGE 309376 10 10JUN23 09:37 | 1224.99 |  | 130392.5 |
| 06/06/2023 | RIPPONDEN CHILDREN 400000001149960970 RPC GRANT 309376 10 06JUN23 16:02 | 292 |  | 131617.5 |

The meeting noted the payments and receipts as listed above.

**Correspondence**

**2023/2024 – 125 To note the following correspondence and decide upon action to be taken.**

* 2023/2024 – 125.1 Alex Stores (trees)

**18754 Resolved that** that a reply should be sent informing Ms Stores that, regretfully, due to the Clerk being on leave of absence the Parish Council is unable to provide the information requested but will do so at its earliest convenience.

* 2023/2024 – 125.2 Topp and Co (Ripponden War Memorial)

Topp & Co to be informed that the matter has not been progressed further at the current time.

* 2023/2024 – 125.3 Nicola Sutcliffe (Bowling Club)

The matter was discussed earlier under item **2023/2024 – 122**

* 2023/2024 – 125.4 Mel Cross (noticeboards)

The meeting agreed that the posters for Stones Church could be displayed in the Parish Council’s noticeboards.

* 2023/2024 – 125.5 Steven Pickles (minutes)

The meeting agreed that Mr Pickles should be informed that the minutes will shortly be published on the Parish Council’s website.

* 2023/2024 – 125.6 Amanda Butterworth (trees)

Cllr A Naylor informed the meeting that he had spoken with Ms Butterworth to inform her that the Parish Council was not currently running a tree scheme.

* 2023/2024 – 125.7 Frederick Revell (genealogy)

Cllr A Naylor informed the meeting that he had provided Mr Revell with the information requested.

* 2023/2024 – 125.8 The circuit (Soyland defibrillator)

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**2023/2024 – 125 To note the following correspondence and decide upon action to be taken (continued).**

The meeting agreed that Cllr Carter should speak to Hazel Brindle to identify who deals with the Soyland defibrillator.

* 2023/2024 – 125.9 Arron Hanson (noise)

**18755 Resolved** that Mr Hanson should be asked to measure noise pollution at the glamping site on Friday and Saturday nights.

* 2023/2024 – 125.10 Lucy Cooper (foodbanks)

**18756 Resolved** to ask Ms Cooper which issues are the main concern so that the Parish Council can notify the relevant department at Calderdale Council.

* 2023/2024 – 125.11 Sophia Greenwood (noticeboards)

The meeting agreed that Ms Greenwood should be informed that the Parish Council is unable to advertise commercial enterprises.

**Planning**

2023/2024 – 126 [**First floor extension above existing garage and single storey rear extension.**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSAJLBDWGHT00&prevPage=inTray)

Planning Application: 9 Regal Close Rishworth Sowerby Bridge Calderdale HX6 4RP: Ref. No: 23/00355/HSE | Received: Wed 29 Mar 2023 | Validated: Fri 19 May 2023 | Status: Pending Consideration

**18757 Resolved** that the Parish Council has no objection to this planning application

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2023/2024 – 127 [**Construction of five detached houses**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RV2JO4DWK4900&prevPage=inTray)

Planning Application: Land Opposite Rishworth School Oldham Road Ripponden Sowerby Bridge Calderdale: Ref. No: 23/00538/FUL | Received: Mon 22 May 2023 | Validated: Mon 19 Jun 2023 | Status: Pending Consideration

**18758 Resolved** that the Parish Council objects to the planning application on the grounds that the site is in greenbelt. The design is not in keeping with the Grade ll Listed Building at Rishworth School. Access for the development will add to the dangers for students at the school. The development would have consequences for and impact on wildlife and flora and fauna.

The meeting agreed that Calderdale Council should be contacted to confirm whether the site is included in the Local Plan.

**2023/2024 – 128 To note items to be placed on the agenda for the next council meeting.**

None

**2023/2024 – 129 To note ward councillors’ reports.**

There were no Ward Councillors present.

**Date of next meeting**

**2023/2024 – 130 To agree the date of the next ordinary meeting of the Ripponden Parish Council.**

The next Parish Council Meeting will be held on Thursday 13th July 2023 at Ryburn United Football Club.

The meeting closed at 9.51pm