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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**10th August 2023**

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**RIPPONDEN PARISH COUNCIL MINUTES Page 6748**

The 1236th Meeting of the Ripponden Parish Council held at Ryburn United Football Club Ripponden on Thursday 10th August 2023 at 7.15pm

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

Cllr Carter, Cllr J Crossley, Cllr Greenwood, Cllr Hunt, Cllr C Johnson, Cllr K Naylor, Cllr Nicholls, Cllr Thornber, Cllr Webster

**Also present:** 2 members of the public, the Acting Clerk, Mel Stead

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

The Chairman reminded Cllrs that the meeting would be audio / visually recorded.

Cllr Carter asked for clarification on the purpose of the recording. It was confirmed that it was used for assistance in the writing of minutes after which the recording was deleted.

The Acting Clerk set the recording device at this point to record the ongoing proceedings of the meeting.

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

Absent: Cllr Nothard, Cllr Potts

**3. To note public participation**.

None

**4. To accept the minutes of the 1235th meeting held on Thursday 27th July 2023.**

**18784 Resolved** that agenda item 12 resolution no 18769, while included in the full minutes of the Parish Council meeting, is not in the public interest and should be excluded from the minutes available to press and public.

**18785 Resolved** that the minutes be accepted as a record, for the Parish Council’s Minute book, of the meeting held on 27th July 2023.

**5. To receive Parish Councillors’ declarations of interest**

**Cllr Nicholls** declared an interest in Agenda Item 14.

**6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary**

6.1 To consider and discuss HR matters.

**The Chairman** asked for the matter to be held over until later in the meeting.

6.2 To consider any updates regarding premises for use as a storage facility and office for the Parish Council

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**6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary (continued)**

**The Acting Clerk** reported that no updates had been received regarding suitable premises.

The Chairman agreed that at this point Cllr Nicholls could present details of the two quotes he had obtained for structural surveys of the former Ripponden library building.

**Cllr A Naylor** asked Cllr Nicholls whether he felt that two surveys should be obtained. Cllr Nicholls thought this unnecessary as the quotes had been obtained from chartered structural surveyors who were governed by the same rules and standards.

**Cllr Thornber** declared a pecuniary interest.

**18786 Resolved** that Rose Consulting Engineers is instructed to carry out a full structural survey of the former Ripponden library building at a cost of £600 plus VAT and Cllr Nicholls is to be the Parish Council contact to arrange access to the library building.

**Cllr Johnson** asked for confirmation that all work had been stopped by Calderdale Council regarding the library building as Cllr Nicholls had been receiving updates from Calderdale Council. Cllr Naylor confirmed that Calderdale had been informed that the matter was in abeyance. Cllr Johnson asked for assurance that the Parish Council’s solicitor was aware that the matter was in abeyance. Cllr Nicholls confirmed that the solicitors had stated that they would await further instructions.

**Cllr Webster** queried the date when Calderdale Council had been informed that the matter was in abeyance. Cllr A Naylor informed the meeting that that it was following the first full council meeting held after the annual meeting.

**Cllr Carter** asked if there was a copy of the lease, applicable to Ripponden Parish Council, available for Cllrs to have sight of. Cllr Nicholls informed the meeting that his understanding was that a copy of the lease, with agreed amendments, had gone back to the legal team.

**Cllr Carter** asked whether it would be possible, at this stage, to identify quantity surveyors from whom quotes could be obtained for providing costings for remedial work identified in the structural survey.

**Cllr Crossley** asked whether the structural survey would give any indication of the expected lifespan of the building. Cllr Nicholls read out information from the covering email from Rose Consulting Engineers which stated that “judgement is used in the assessment of the structural condition of the property; to determine the age of any defects, the cause of the defects and the risk of future defects”.

**Cllr Nicholls** stated that a report from a quantity surveyor would give the Parish Council a guide to the building costs which could be compared to any quote provided by builders.

**18787 Resolved** that the Parish Council obtains quotes from independent quantity surveyors with Cllr Nicholls to progress the matter.

**The Acting Clerk** reminded Cllrs that photographs and Cllr statements were required, by Cllr Greenwood, for the Parish Council’s website.

**The Acting Clerk** noted that an article regarding the reasons behind Yorkshire Water’s closure of the car park at Booth Wood reservoir had not been published on the Parish Council’s Facebook.

**Cllr Carter** informed the meeting that the car park at Booth Wood reservoir was a public car park, part funded some years ago by Calderdale Council. Cllr Carter stated that Yorkshire Water could not solely declare that the car park is closed as public funded money went into the car park.

**Cllr Webster** stated that there had been complaints from residents of after dark anti-social behaviour and there had been a push for the car park to be closed at night. Following on from that it had been decided, by Yorkshire Water, that the car park would be closed altogether.

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**6. To receive information on any on-going items identified in these and previous Minutes and decide further action where necessary (continued)**

**Cllr Webster** stated that consideration should be given to the fact that Yorkshire Water might come back and say they do not have the resources to open and close the car park and might then ask for support from Calderdale Council.

**Cllr Carter** informed the meeting that Yorkshire Water had never taken responsibility for the car park when dealing with antisocial behaviour**.** By closing the car park and succumbing to the anti-social behaviour of some, it was impacting on the use of places by other people. Closure would result in more roadside parking.

**Cllr Webster** informed the meeting that Yorkshire Water had hired a couple of rangers so it could be proposed that they might be employed to open and close the car park.

**18788 Resolved** that Cllr Webster raise the matter at the next Safer Cleaner Greener meeting.

**The Acting Clerk** informed the meeting that a further email had been received about the overhanging shrubs and weeds.

**Cllr Webster** stated that the matter had been escalated to the relevant officer at Calderdale Council. She had received an acknowledgement from them and Cllr Jenny Lynn, Cabinet Member for Public Services and Communities to say they are looking into the matter as a matter of urgency. Cllr Webster was awaiting a response. If the matter was not going to be dealt with by Calderdale Council, Cllr Webster asked whether the matter could be put back on the agenda as it was something that residents wanted resolved and felt passionate about.

**Cllr Carter** informed the meeting that Calderdale Council had no policy in place to deal with weeds and overgrowing greenery and technically the Parish Council is unable to deal with such matters until there is a change in policy at Calderdale Council. Cllr Carter also expressed concern that residents already pay enough in council tax and the precept should not have to be spent on this issue.

The matter will be an agenda item for the next meeting.

**The Acting Clerk** had confirmed the Chairman’s attendance at the Rushbearing weekend on Sunday 3rd September.

The warning sign, obscured by vegetation, at ‘Barkisland Bump’ had been reported to Calderdale Council’s Customer First.

The stones in disrepair around the Slitheroe Bridge lighting column had been reported to Calderdale Council and passed to highways.

**7. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives**

**Cllr Webster** reported that she had escalated the overgrown greenery with Calderdale Council.

**Cllr Webster** had refilled the dog poo bag dispenser at Baitings Reservoir but had no further bags.

**Cllr Webster** had received an enquiry as to the bunting for Yorkshire Day.

**The Acting Clerk** had purchased a pack of printer paper.

**The Acting Clerk** had discovered that emails sent to the Parish Council via the website contact form were being sent to the Council’s junk folder.

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**7. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives (continued)**

**Cllr Hunt,** as Chairman of the Environment Committee**,** reviewed the minutes of the Environment Committee meeting held on 25th July 2023, the main points being the committee’s Terms of Reference,

identifying representatives of the parish ‘in bloom’ groups, Calderdale Council, Crows and South Pennine Parks who would be invited to the next meeting as co-opted members, the committee budget, the purchase of railings for the Ripponden War Memorial, the refurbishment of the K6 telephone box on Rochdale Road, the provision of play equipment for the Rishworth play area and the replanting of the war memorials.

**Cllr Greenwood** informed the meeting that the Environment Committee was given a budget of £13985 of which £12985 would be available to spend if Full Council resolved to move money from one heading to another.

**Cllr Greenwood** informed the meeting that, with reference to the replanting of the war memorials, Mr Atkinson would be happy to join the Environment Committee.

**Cllr Greenwood** had spoken with the lengthsman, Mr Oxley who had informed Cllr Greenwood that he had moved the bull sculpture to behind The Beehive and the rabbits are now on Hob Lane. He confirmed that he had not moved the stag which was in the Jubilee Gardens, and he suspected that this had been stolen. He also suggested that the Parish Council should give some thought as to what should be done with the eagle as this may be at risk. Mr Oxley is retiring, and Cllr Greenwood is awaiting an outstanding invoice from him. Cllr Greenwood suggested that discussion about the security of the eagle sculpture should be a future agenda item.

**Cllr Greenwood** informed the meeting that she had completed the bank reconciliation for the 1st quarter, and this should go on the next agenda for discussion and signing off. She had uploaded the cashbook Q1 to Sharepoint together with the bank reconciliation. Cllr Greenwood does not have any signed invoice covers for April and this was something that would need to be chased up.

**Cllr Greenwood** informed the meeting that there was no resolution to cover the size of the quarterly tax and national insurance payments. Cllr Carter suggested this matter could be discussed under Agenda item 12 with a resolution to resolve the issue.

**Cllr Greenwood** suggested that the removal of a signatory on the banking mandate should be dealt with after the Parish Council’s financial regulations had been reviewed by the Standard’s Committee so there is a policy in place to deal with such a situation.

**Cllr Greenwood** informed the meeting that dog poo bags had been purchased and these may be with the Clerk.

**Cllr Greenwood**, as Chairman, reviewed the minutes of the Standard’s Committee held on 3rd August 2023 at which the Committee had worked through ¾ of Standing Orders. The meeting had been adjourned until 17th August 2023.

**Cllr K Naylor** reported that after recent torrential rain, potholes had appeared on Royd Lane and Green Lane, these had been reported to Calderdale Council. There had been an instance of fly tipping at the turning circle at Rishworth which Cllr K Naylor had reported, and this had been removed very quickly by Calderdale Council.

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**7. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives (continued)**

**Cllr Nicholls** informed the meeting that payment of accounts was up to date.

**Cllr Nicholls** had been approached by a resident about the state of the memorial garden which included litter, overflowing waste bin, discarded pint glasses and steps overgrown with vegetation.

**Cllr Nicholls** had been informed of increased fly tipping from the M62 junction down towards Rishworth which had already been discussed.

**Cllr Carter** referred back to the state of the memorial garden. Cllr Carter felt that the way in which the garden has been allowed to deteriorate is an insult to the memory of those who gave their lives in two world wars. Cllr Webster offered to raise the matter at Safer Cleaner Greener, but Cllr Carter stated that she would like a site meeting with the Portfolio Holder and Leader of the Council to discuss the state of the war memorial and other issues relating to the village.

**18789 Resolved** that Cllr Carter should email Cllr Jenny Lynn and Cllr Scullion to request a site meeting. Cllr Thornber asked that Ward Cllrs be copied into the email.

**Cllr Crossley** reported that a footpath had been diverted at Rishworth Mill. Cllr Nicholls informed the meeting that it was the original footpath that had been re-instated.

**Cllr Crossley** asked for an up-date on the painting of Pretoria Bridge. Cllr Thornber informed the meeting that he was waiting to hear back from Calderdale Council officers. The Acting Clerk was asked to contact Calderdale Council’s legal team to clarify who has ownership of the bridge.

Cllr A Naylor left the meeting at 8.07pm and handed the Chair to Cllr Johnson.

Cllr A Naylor returned to the meeting at 8.08pm. Cllr Johnson handed the Chair to Cllr A Naylor.

**Cllr Thornber** mentioned recent instances of fly tipping which had been dealt with promptly by Calderdale Council’s fly tipping team.

**Cllr Johnson** reported that builder’s rubble had been dumped on the main road at Baitings Reservoir. The matter was reported to Calderdale Council on Sunday evening and cleared on Tuesday morning.

**Cllr Johnson** had been contacted about a large quantity of builder’s material that had appeared at the junction of Kennel Lane just over the Parish Council’s boundary. Cllr Johnson had referred the matter to Cllr Thornber as Ward Councillor.

**Cllr Johnson** reported that the litter bin had moved from the top of Stones Drive and been relocated to Rylands Park. The matter had been referred to Cllr Thornber and he was waiting to hear back.

**Cllr Johnson** had been contacted by residents at Barkisland about the poor state of Christmas lights in the village and he asked if the Parish Council would be happy for the Cllrs covering Barkisland ward to look at the matter and report back to Full Council.

**Cllr Webster** referred back to the litter bin at Stones Drive and informed the meeting that Cllr Lynn was going to provide her with a report about bins that had been removed and what to expect in the future.

**Cllr Webster** asked whether Christmas lights could be discussed by Full Council as a parish issue as Christmas lights throughout the parish were poor.

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**7. To receive reports from the Acting Clerk, Chairman, Committees, Councillors and Outside Bodies by Council Representatives (continued)**

**Cllr Greenwood** reported that one of the problems at Barkisland was that there were only 4 lighting columns with power packs and one of these was used to light the permanent tree.

The meeting agreed that Christmas lights should be a future agenda item.

**The Chairman** asked that the Agenda item 6.i should be discussed at this point.

Mel Stead joined the meeting at 8.15pm

**18790 Resolved** that Press and Public are excluded for the agenda item so that the Parish Council can address matters that are not in the public interest.

**18793 Resolved** that Press and Public be allowed back into the meeting.

Mel Stead left the meeting at 9.27pm.

**18794 Resolved** that Standing Orders be suspended to allow business to be concluded.

**8. To receive reports from Calderdale Councillors who represent Ryburn Ward**

**Cllr Thornber** informed the meeting that the police had carried out speed checks in Barkisland.

**Cllr Thornber** discussed instances of fly tipping which had been dealt with promptly by Calderdale Council.

**Cllr Thornber** stated that the fence at Stonelea Barkisland is with Calderdale Council enforcement.

**Cllr Thornber** informed the meeting that summerhouses can be erected, at the end of a garden, within the domestic curtilage.

**9. To agree Accounts for payment and note payments made**

|  |  |  |  |
| --- | --- | --- | --- |
| Calderdale Self Storage | Inv. No 23573 | Unit rental WMA200-23 01/08/2023 to 31/08/2023 | 312.80 |
| Janet Sheard (Morrisons) |  | Printer paper | 4.27 |

**18795 Resolved** to authorise payments as listed above.

|  |  |  |
| --- | --- | --- |
| Moorland Book-Keeping | Payroll duties | 18.00 |
| Calderdale Council | Election charges | 3391.70 |
| Microsoft 365 | Basic licences (Direct Debit) | 74.88 |
| Microsoft 365 | Standard Licence (Direct Debit) | 11.28 |
| HMRC | Quarterly payment (Direct Debit) | 1875.76 |
| Ripponden Bowling Club | Contribution to refurbishment of benches | 250.00 |
| Vodafone | Direct Debit | 14.00 |
| PPL PRS Ltd | Golden Jubilee Big Picnic | 74.45 |
| Janet Sheard (Amazon) | Toner cartridge | 20.89 |
| Fab Spider | SSL Annual Certificate | 60.00 |
| Janet Sheard (Morrisons) | Mobile phone cable | 6.29 |

The meeting noted the above payments made 14th July – 29th July 2023

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**10. To receive correspondence**

**Correspondence**

CROWS Ripponden Toilets Mill Fold

Member of the Public Ripponden Library

Member of the Public Footpath enquiry

Member of the Public Yorkshire Day

**Information**

Calderdale Council Minutes Upper Valley Safer Cleaner Greener

Meeting 24th July 2023

Calderdale Council Planning appeal Land North East of Ellis Bottom Farm Mill Fold Way

YLCA Information Requests & Vacancies

YLCA NALC Chief Executive Bulletins 27th July & 3rd August

YLCA Training & Discussion Forums Bulletin

YLCA D Day 80 Guide

YLCA Chair’s Discussion Forum

YLCA NALC Chief Executive Bulletin 10th August

YLCA Training Through e-learning

Yorkshire Society August 2023 Newsletter & Announcement

**Invitations**

Calderdale Council Calderdale Local Transport Forum 14th August

2pm – 5pm

Meltham Town Council Civic Service

Northern Gas Networks Stakeholder Conference 14th September 2023

St Bartholomew’s Church Duck race 3rd September 2023

**Matters arising from correspondence**

The Parish Council had no objection to CROWS using the old toilets at Mill Fold as a depot for storing their equipment.

Member of the public to be informed that there are no plans currently in place as to how the former library building will be used.

The Acting Clerk had requested and was waiting for further information from member of the public regarding the footpath enquiry.

The Acting Clerk was asked to respond to member of the public’s email regarding Yorkshire Day.

The Chairman will be asked to confirm his attendance at St Bartholomew’s duck race.

The Chairman will be asked to confirm his attendance at the Meltham Town Council Civic Service

**11**. **To discuss the Parish Council setting up an online Sage payroll system for the payment of employees**

The meeting agreed that the agenda item should be held over to the next meeting.

**12. To discuss the payment of Parish Council accounts**

The meeting agreed that the agenda item should be held over to the next meeting.

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**13. To discuss Cllr Greenwood looking into the viability of Scribe Accounts software for Parish & Town Councils**

**18796 Resolved** that Cllr Greenwood should look into the viability of Scribe Accounts for Parish & Town Councils

**14. To discuss a Grant Application from Ripponden Business Network**

**Cllr Nicholls** took no part in the discussion other than to answer questions put by Cllrs.

The meeting discussed the agenda item at length.

**Cllr Carter** informed the meeting that the Parish Council could not provide the grant as the Parish Council does not have General Power of Competency and the application does not come under Section 137 grant funding. Cllr Carter stated that other options could be looked at for providing funding. Cllr Johnson requested that the matter should be held over and he would seek advice on how to move the matter forward.

**15.** **To discuss a Grant Application from the Young at Heart Club**

The meeting discussed the agenda item.

**18797** **Resolved** that the Parish Council would make a contribution of £250 towards the installation of decking subject to the Young at Heart Club having the necessary permissions in place. The funds to be released once the other 75% funding is secured for the project. The Parish Council recommended that the club apply for a Calderdale Council Ward Forum grant.

**16. To discuss parking charges at Royd Lane car park**

The meeting agreed that the agenda item should be held over to the next meeting.

**17.** **To discuss Planning Applications, to receive Planning Decisions and to discuss Planning and Enforcement issues**

The meeting agreed that the agenda item should be held over to the next meeting.

The next meeting will be held on Thursday 24th August at 7.15pm at Ryburn Football Club.

The meeting closed at 9.53pm