A logo with a tree

Description automatically generated with low confidence

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**7th September 2023**

Ripponden Parish Council - Full Council Meeting

The 1,238th Meeting of Ripponden Parish Council held on Thursday 7th September 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

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

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

MINUTES

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

The Chairman noted that recording of the meeting had begun.

1. To receive apologies for absence and lateness.

These were noted, as above.

1. Public Participation.

There were no members of the public in attendance at this meeting.

1. To Accept the minutes of the 1,237th meeting held on Thursday 24th August 2023.

**18817 Resolved** that the minutes be accepted as a record of the meeting held on 24th August 2023. Cllr R. Nicholls proposed, seconded by Cllr C. Johnson.

1. To receive Parish Councillors’ declarations of interest.

None to declare.

1. To receive information on any on-going items identified in these and previous minutes and decide further action where necessary.

The Chairman gave a report provided by the former acting clerk.

Cllr A. Naylor reported that a small band from West Yorkshire Fire and Rescue has been confirmed for Remembrance Sunday and the band will play at all four War Memorials.

The meeting noted that road closures for Remembrance Sunday will be required and Cllr C. Johnson agreed to help with the application for assistance from the police with this.

No reply has been received yet in relation to correspondence sent to Mr Hughes at CMBC regarding local parking charges.

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

Cllr R. Nicholls – Reported enquiries he undertook on Business Start-up Grants. Also reported was that quotes for the flag scaffolding are being looked at.

Cllr C. Johnson – Reported that nothing has come back from CMBC Enforcement regarding Clay Clough, Blue Ball Lane. The issues regarding Barkisland Bump have been passed to Highways at CMBC.

Cllr G. Potts – Asked about the whereabouts of the Parish Council owned dog poo bags.

Cllr L. Webster – Reported that she and Cllr Crossley did a site visit with CMBC and a full report on what happened will be sent to all councillors soon. Issues such as overhanging vegetation, spraying of weeds and enforcement were discussed in relation to certain roads and areas. Talks continue with CMBC, who have agreed the War Memorial in Ripponden needs attention by way of priority and there will be a mapping of the bins in the Parish.

Cllr J. Crossley – Asked whether the Parish Council could request volunteers to agree to clearing paths and pavements with the support of a Voluntary coordinator. It was agreed this would go to the Environment Committee to progress.

Cllr A. Greenwood – Gave a review of the current situation regarding the progress made by the Standards Committee on the wholesale review of key Parish Council policies and guidance. Cllr Greenwood noted the need to alter finance authorisers and that the Council does not currently possess a debit card.

**18818 Resolved** to allow Cllr Greenwood to investigate Cllr Webster’s access to the bank account and for the Chairman to obtain a card and pin which will be in his name. Proposed by Cllr R. Nicholls, seconded by Cllr C. Johnson.

Further updates were provided concerning salary payments and other HR related tasks.

**18819 Resolved** that salary payments for Janet Sheard would be paid out of the voluntary coordinator pot in the Council’s budget. Cllr Webster proposed, seconded by Cllr K. Naylor.

Cllr Greenwood noted that we are approaching the end of the Quarter for the Bank Reconciliation and there is the upcoming 2024/25 budget to consider in December. Cllr Greenwood stated the Council needs to consider the £96,000 underspend to be placed into reserves. Cllr Greenwood further noted that basic operating budgets need to feature employment costs, spinal points, hours and pension considerations.

Cllr Greenwood updated the Council on the accounting system, with Scribe Accounts being favoured, but where there is a need to investigate two other providers of this service – Rialtas and AvantEdge. She will check and get back to the Council.

The Council discussed looking at banks that provide a better interest rate than currently obtained at present.

Cllr P. Hunt – Reported that the overhanging vegetation around the bus turning circle on Oldham Road was causing a problem and so he reported this to CMBC who have pledged action. He reported pot holes becoming an issue on Rishworth New Road. He also reported a potential site of drug dealing in the Parish. Cllr Webster stated she would raise this issue with the PCSO.

Cllr A. Naylor (Chairman) – Reported the discovery that Pretoria Bridge is owned by CMBC. The situation with it and the desired repairs is to go to the Environment Committee to progress.

**18820 Resolved** that Cllr Crossley and Cllr Thornber will be enlisted to contact CMBC with a view to agreeing repairs and costings. Proposed by Cllr Greenwood, seconded by Cllr Potts.

Calderdale CAFM wants an answer by 18 September 2023 on why the library situation remains in abeyance with the Parish Council. The Parish Council will write to them to explain that our position will become clear in November.

1. To receive reports from Calderdale Councillors who represent Ryburn Ward.

None present.

1. To agree accounts for payment and note payments made.

J. Sheard (Morrisons): £3.13 for file and ring binder

S. Roberts (expenses): £32.66

**18821 Resolved** to authorise payments as listed above. Proposed by Cllr L. Webster, seconded by Cllr. C. Johnson.

1. To receive correspondence (items received after the agenda went out; information only; invitations).

Correspondence was presented by the Chairman in the absence of a clerk. The Council noted correspondence from the Stone Carving Association and the Council agreed that they should be contacted with an explanation over the rehoming of the sculptures that were donated.

**18822 Resolved** for the Environment Committee to conclude the locations for these sculptures. Proposed by Cllr. L. Webster, seconded by Cllr. A. Greenwood.

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

The meeting noted that survey work is in the process of being arranged for the library building.

**18823 Resolved** to allow Cllr Hunt and Cllr Johnson to attend the premises of the storage facility which houses Parish Council assets. This was proposed by Cllr K. Naylor and seconded by Cllr G. Potts.

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

The meeting agreed there was no need to proceed with this avenue for the time being and so the idea is currently shelved.

1. To discuss banking matters and sign off the bank reconciliation.

**18824 Resolved** to accept the Q1 bank reconciliation. Proposed by Cllr L. Webster and seconded by Cllr. C. Johnson.

1. To discuss the payment of Parish Council accounts including payments to HMRC.

**18825 Resolved** to authorise the direct debit, quarterly HMRC payments up to a ceiling of £2,500. Cllr R. Nicholls proposed, seconded by Cllr L. Webster.

1. To discuss recruitment of a Clerk and Responsible Finance Officer.

This item was moved to the end of the meeting. As Press and Public were excluded for this segment of the meeting, the minutes for this item will be held separately within the Council’s Book Minutes.

1. To discuss the forming of a Business and Tourism Committee.

As Cllr G. Carter was leading on this and she was absent from the meeting on holiday, this item was held over to the next meeting.

1. To discuss the Parish Council’s 4-year plan and the means by which the plan is communicated.

The meeting noted that the 4-year plan is on the Council website and it also went out in the Annual Report. There was a discussion over this plan and a general agreement to re-visit the plan by the new council. It was noted that it would be advantageous to look at the plan before the creation of the next budget. After the re-visit of the plan, there should be an advert placed in Go Local. This item will be put on a full council agenda prior to the end of November.

1. To discuss Planning Applications, to receive Planning decisions and to discuss Planning and Enforcement issues.

Height View, Rochdale Road application

**18826 Resolved** that the Parish Council has no objection to this application. Proposed by Cllr G. Potts, seconded by Cllr R. Nicholls.

Land Rear of Stone, Barkisland application

**18827 Resolved** that the Parish Council objects to this application based on previously raised grounds. Proposed by Cllr A. Naylor, seconded by Cllr R. Nicholls.

Cllr A. Greenwood agreed to report these decisions on to CMBC in the absence of a current Clerk.

15. To discuss recruitment of a Clerk and Responsible Finance Officer.

**18828 Resolved** toexclude press and public.

**18832 Resolved** to suspend Standing Orders for five minutes.

The meeting ended at 21:35.

Date of Next Meeting: 21 September 2023, at Ryburn United Football Club for the time of 19:15.