A logo with a tree

Description automatically generated with low confidence

**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**21st September 2023**

Ripponden Parish Council - Full Council Meeting

The 1,239th Meeting of Ripponden Parish Council held on Thursday 21st 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 R. Nicholls, Cllr A. Greenwood, Cllr R. Thornber, Cllr. G. Carter

Absent with apologies: Cllr P. Nothard, Cllr. J. Crossley, Cllr. G. Potts, Cllr. L. Webster

Lateness: 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 1,238th meeting held on Thursday 7th August 2023.

**18833 RESOLVED** that the minutes be accepted as a record of the meeting held on 7th August 2023. Cllr R. Nicholls proposed, seconded by Cllr A. Greenwood.

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.

Cllr G. Carter noted clerking enquiries with a potential source of staff. She has contacted a representative of Community Services for availability and is awaiting a response.

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

Cllr A. Greenwood updated the meeting about the work conducted by the Standards Committee and noted that the council needs to publish the conclusion of the external audit by the 30th September and AGAR documentation must be published on the website. The auditors are to provide us with a certificate.

**18834 RESOLVED** that Cllr Greenwood will contact the auditors to confirm arrangements. Cllr G. Carter proposed, seconded by Cllr K. Naylor.

Cllr A. Greenwood noted that budget and financial statements have been produced, though there is a concern about certain costs. Cllr A. Greenwood noted that the Standards policies are on Sharepoint.

**18835 RESOLVED** that Cllr A. Greenwood will explore I.T systems and costs with Fab Spider. Cllr C. Johnson proposed, seconded by Cllr R. Thornber.

**18836 RESOLVED** that Cllr A. Greenwood will contact Naomi Crew regarding employment-related and financial policies, and Cllr A. Naylor will complete the SLCC Locum Application form for clerking support. Cllr R. Nicholls proposed, seconded by Cllr G. Carter.

Cllr A. Greenwood noted concerns over the book minutes and the old edition of Arnold-Baker on Local Council Administration.

**18837 RESOLVED** that Cllr A. Greenwood will order a new, latest edition of Arnold Baker. Cllr C. Johnson proposed, seconded by Cllr K. Naylor.

Cllr A. Greenwood discussed findings on new finance software for the Parish Council and will bring a report on three researched finance systems for Town and Parish Councils at the next meeting.

Cllr R Thornber reported on Ryburn Polythene works enquiries and updated us on the situation regarding resident concerns.

Cllr G. Carter discussed vegetation issues and that Highways at CMBC are responsible for pavements. She further discussed her markets-related enquiries and wishes the council to facilitate 2024 market events with the assistance of a new Parish Council Business and Tourism Committee.

Cllr R. Nicholls discussed the local business ideas for Christmas events, with the “Ripponden Market Trail” being penciled in for Sunday 10th December 2023. He also raised the issue of proposed parking charges for the Parish. Cllr A. Naylor will contact CMBC to ask why the Parish Council has not been consulted on the charges.

There followed a discussion on improvements to the war memorial, with a view to obtaining a metal protector for wreathes. Grant funding was discussed by Cllr G. Carter, who noted that the War Memorial Trust will have to be involved where necessary.

Cllr K. Naylor reported that she had referred blocked grates to CMBC and discussed a damaged wall.

Cllr C. Johnson reported that he had visited Shaw and Crompton Parish Council’s Civic Sunday event on behalf of Ripponden Parish Council. He discussed road closures for the upcoming Remembrance Sunday, noting that he had spoken to officials and awaits a response.

Cllr C. Johnson noted the visit he made to Calderdale Self Storage with Cllr P. Hunt joining him for the task.

Cllr C. Johnson discussed his views on the 4-year plan, where the meeting noted that the plan set in place for the previous council term needs to be revised under the new council.

**18838 RESOLVED** that the old plan should be removed from the council’s website. Cllr C. Johnson proposed, seconded by Cllr. K. Naylor.

Cllr P. Hunt explained that, in his capacity as temporary, unofficial minute taker for meetings pending the employment of a new clerk, he would endeavour to keep minutes more concise.

Cllr P. Hunt discussed his findings of the visit to Calderdale Self Storage and headline points arising out of the taking of an inventory in comparison with the council’s Asset Register. The issue of council property and storage is to be raised as an agenda item at the next meeting.

Cllr P. Hunt further noted the bad state of litter around the War Memorial in Ripponden which he had cleared up.

Cllr A. Naylor reported that he had attended Rushbearing in his capacity as Chairman and that he also had attended the Meltham Parish Council Civic Sunday.

**18839 RESOLVED** that Cllr Naylor will liaise with St. Bartholomew’s Church in relation to Remembrance Sunday arrangements. Cllr A. Greenwood proposed, seconded by Cllr R. Nicholls.

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

Cllr R. Thornber presented his ward update, covering issues on planning and points arising from the Ward Forum.

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

**18840 RESOLVED** to agree the accounts for payment and note payments made. Proposed by Cllr C. Johnson, seconded by Cllr. A. Greenwood.

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

Correspondence was discussed by the council.

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

The meeting noted some preliminary findings from the survey on the library building. Cllr R. Nicholls will circulate the report.

**18841 RESOLVED** that the Council will allocate no more than £400 for a Quantity Surveyor. Cllr R. Nicholls proposed, seconded by Cllr A. Greenwood.

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

The meeting decided to port this agenda item into the final agenda item on HR Matters.

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

Cllr G. Carter stated she would send an email to all Cllrs inviting them to join the formation of this new Committee.

1. To appoint a Flag Master.

**18842 RESOLVED** that the new flag master would be Cllr C. Johnson. Cllr A. Greenwood proposed, seconded by Cllr K. Naylor.

1. To receive a report on Parish Council Storage.

This was covered by Cllrs C. Johnson and P. Hunt in previous discussions.

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

Replacement of existing outbuilding with single storey side extension and loft conversion. Hob Cottage Hob Lane Ripponden Sowerby Bridge Calderdale HX6 4LU. Ref. No: 23/00812/HSE | Received: Thu 03 Aug 2023 | Validated: Thu 31 Aug 2023 | Status: Pending Consideration

**18843 RESOLVED:** No Objection. Proposed by Cllr A. Naylor, Seconded by Cllr R. Nicholls.

Proposed new triple garage and garden implements storage room. Highlee Top Farm Highlee Lane Ripponden Sowerby Bridge Calderdale HX4 0DE. Ref. No: 23/00927/HSE | Received: Tue 05 Sep 2023 | Validated: Tue 05 Sep 2023 | Status: Pending Consideration

**18844 RESOLVED:** Objection. Proposed by Cllr G. Carter. Seconded by Cllr K. Naylor.

Conversion and extension of piggery into double garage with removal of grimstone garage and outbuilding. 3 Prospect Terrace Scammonden Road Barkisland Sowerby Bridge Calderdale HX4 0AW. Ref. No: 23/00916/HSE | Received: Fri 01 Sep 2023 | Validated: Mon 11 Sep 2023 | Status: Pending Consideration

**18845 RESOLVED:** No objection. Proposed by Cllr G. Carter. Seconded by Cllr R. Nicholls.

Proposed twin garage, gardens store and greenhouse. Bowers Cottage Bowers Lane Barkisland Sowerby Bridge Calderdale HX4 0BG. Ref. No: 23/00930/HSE | Received: Wed 06 Sep 2023 | Validated: Tue 12 Sep 2023 | Status: Pending Consideration

**18846 RESOLVED:** No objection. Proposed by Cllr R. Nicholls. Seconded by Cllr C. Johnson.

Fell one tree (Tree Preservation Order). 2 Longmeadow Barkisland Sowerby Bridge Calderdale HX4 0AR. Ref. No: 23/20143/TPO | Received: Thu 31 Aug 2023 | Validated: Thu 31 Aug 2023 | Status: Pending Consideration

**18847 RESOLVED:** To refer to CMBC tree expert. Proposed by Cllr P. Hunt. Seconded by Cllr R. Thornber.

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

**18848 RESOLVED** to suspend Standing Orders for fifteen minutes.

**18849 RESOLVED** to exclude Press and Public.

**18853 RESOLVED** to readmit Press and Public.

The meeting ended at 21:50

The date of the next meeting: 5 October 2023, at Ryburn United Football Club for the time of 19:15.