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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**5October 2023**

Ripponden Parish Council - Full Council Meeting

The 1,240th Meeting of Ripponden Parish Council held on Thursday 5 October 2023.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A. Naylor, 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. L. Webster

Lateness: Cllr. R. Thornber, Cllr G. Carter.

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. The Chair noted that going forward, reasons for absence need not be recorded in the minutes.

1. Public Participation.

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

1. Opportunity for members of public to present issues of concern.

No members of the public were present.

1. To accept the minutes of the 1,239th meeting held on Thursday 21September 2023.

**18854 RESOLVED** that the minutes be accepted as a record of the meeting held on 21 September 2023. Proposed by Cllr. P. Hunt, seconded by Cllr. R. Nicholls.

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. A. Greenwood noted that the new edition of the Yellow Book is yet to be purchased but it is on the list of to-do tasks. Cllr Greenwood reported she had spoken to Ms Crewe, the Todmorden Town Council Clerk, and she is reviewing the policy documents Ms Crewe had shared.

Cllr. C. Johnson reported his ongoing enquiries with his contacts in relation to Remembrance Sunday.

Cllr. A. Naylor reported he had ordered Parish Council wreathes for Remembrance Sunday and that uniformed groups had been contacted. Cllr Naylor reported he had gone through returned council property from the former employee, which includes fours sculptures.

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

Cllr A. Greenwood reported she had sorted the AGAR and minutes into year categories. Outstanding are agendas and committee minutes which need administrative work.

**18855 RESOLVED** to keep minutes for one year. Proposed by Cllr. C. Johnson, seconded by Cllr. K. Naylor.

**18856 RESOLVED** tokeep committee minutes for one year. Proposed by Cllr. R. Nicholls, seconded by Cllr. G. Potts.

Cllr Greenwood noted that the bank reconciliation and cashbook work has been done. She said that the Local Council Award Scheme is something the council could look at and consider working towards.

**18857 RESOLVED t**o upload the bank reconciliation, the cash book, and recipients of grants to the council website. There should also be an updating to the photographs on the website. Proposed by Cllr. J. Crossley, seconded by Cllr. K. Naylor.

Cllr Greenwood discussed the current situation with the council mobile phone. Cllr. R. Nicholls said he would make some enquiries and liaise on the matter.

Cllr Greenwood noted that the date of the last meeting of the year needs to be agreed for publication.

**18858 RESOLVED** that the last meeting of the year will be 14 December 2023, and the council will next meet again after this on 25 January 2024. Proposed by Cllr A. Greenwood, seconded by Cllr. R. Nicholls.

Cllr Nicholls reported a resident query about overhanging vegetation.

Cllr Potts reported about vandalism at the Mill Pond area which had been cleaned by a resident.

Cllr Crossley reported that CMBC is working on Whitely Park with a view to replacing the safety mat.

Cllr Hunt reported that the noticeboard at Rishworth is failing – the meeting agreed to send the matter to the Environment Committee to address.

Cllr Johnson noted that the War Memorial plaque needs to be protected from the elements due to the weather causing damage to it.

**18859 RESOLVED f**or Cllr. Johnson to remove the plaque for safekeeping and care until the Environment Committee agree the future for this artefact. The council will communicate this action to the public via our Facebook page. Proposed by Cllr A. Greenwood, seconded by Cllr. R. Nicholls.

9.A. To accept the Environment Committee Terms of Reference and the minutes of the committee held on 25 July 2023.

**18860 RESOLVED** to accept the Environment Committee Terms of Reference and the Minutes of the Committee held on July 25 July**.** Proposed by Cllr. A. Greenwood, seconded by Cllr. J. Crossley.

9.B. To accept the minutes of the Extraordinary Meeting of the Employment Committee of 17 August 2023.

**18861 RESOLVED** to accept the minutes of the Extraordinary Meeting of the Employment Committee of 17 August 2023. Proposed by Cllr A. Naylor, seconded by Cllr. K. Naylor.

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

Cllr R. Thornber was able to report on this section late on in the meeting. He reported that CMBC engineers have assessed Rishworth Mill Bridge and repairs are to be undertaken.

CMBC is unlikely to fund the repair of Pretoria Bridge.

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

**18862 RESOLVED** to agree the accounts for payment and note payments made. Proposed by Cllr A. Greenwood, seconded by Cllr. K. Naylor.

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

Correspondence was discussed by the council, including an item on a concern about the Mill Fold Campsite.

Cllr A. Naylor will speak to Mr. Proctor about the Christmas lights.

The meeting noted that a grant application from Yorkshire Air Ambulance had arrived.

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

The meeting noted that the Quantity Surveyor is on holiday, but the survey is due to be completed soon.

1. To receive a report on Parish Council storage

Cllr. C. Johnson explained that the council needs to discuss storage in more detail so we can look at and agree future options. This should feature as a full agenda item at the next meeting.

1. To receive a report about the external auditor and the status of the 22/23 AGAR and decide on action to be taken.

Cllr. A. Greenwood provided an update. The Notice of Audit has been placed in all the parish noticeboards and the website.

1. To receive quotes of the Accounting Software and decide on action to be taken.

**18862 RESOLVED** to subscribe to Scribe Accounting for one year, starting with the beginning of the next financial year. Proposed by Cllr. R. Nicholls, seconded by Cllr. G. Potts.

1. To receive an update about Fab Spider email addresses and gov.uk url.

Cllr A. Greenwood reported she had spoken to Fab Spider. She explained about accounts and costs and will contact Fab Spider with further enquiries.

1. To receive the quotes for the Ripponden War Memorial Railings and decide upon action to be taken.

**18862 RESOLVED** for Cllr. G. Carter to contact CMBC and the War Memorial Trust to request funding contributions. Proposed by Cllr. G. Carter, seconded by Cllr C. Johnson.

1. To receive correspondence about the Christmas Lights and decide on any action to be taken.

This was covered under the Correspondence section of the meeting earlier on.

1. To receive quote for the renovation and improvement of the Telephone Box on Rochdale Road and decide on any action to be taken.

**18863 RESOLVED** for Cllr C. Johnson to contact a local phone box renovator to see whether he would repair the phone box. Proposed by Cllr. A. Greenwood, seconded by Cllr. K. Naylor.

1. To receive an update on the forming of a Business and Tourism Committee.

Cllr. Carter explained she would contact councillors to request volunteers for this new committee.

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

Fell one tree (Tree Preservation Order)

The Wheelhouse Branch Road Barkisland Sowerby Bridge Calderdale HX4 0AD

Ref. No: 23/20149/TPO | Received: Mon 04 Sep 2023 | Validated: Mon 04 Sep 2023 | Status: Pending Consideration

**18864 RESOLVED** to refer to CMBC arboriculturalist. Proposed by Cllr. R. Nicholls, seconded by Cllr. G. Carter.

Scoping opinion

Walshaw Moor Estate Widdop Road Heptonstall Hebden Bridge Calderdale

Ref. No: 23/06010/EIA | Received: Fri 22 Sep 2023 | Validated: Fri 22 Sep 2023 | Status: Pending Consideration

The Council wished to leave the decision in abeyance for further details.

22-25. To discuss Clerk / RFO recruitment; to discuss future HR service providers; to discuss ongoing HR matters.

**18865 RESOLVED** to exclude press and public from the meeting.

**18868 RESOLVED** to readmit press and public.

The meeting ended at 21:35.

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

Terms of Reference

# Environment Committee

|  |  |  |
| --- | --- | --- |
| **Name of Committee** | | **Environment** |
| **Date of acceptance by committee** | | **26/09/2023** |
| **Date of adoption by Full Council** | | **05/10/2023** |
| **Version** | | **2023/24 - 01** |
| Description of committee | | The Environment Committee handles items passed from Full Council associated with horticulture, the environment, and any lands that the Parish Council owns, rents, or manages. |
| Number of councillors on committee | | 6 |
| Number required to reach quorum | | 3 |
| Ex-officio members | | The Chairman of the Parish Council. |
| Voting rights | | Only committee member councillors hold voting rights. |
| Review of committee membership | | The membership of the Committee will be reviewed annually at the annual meeting of the Parish Council in May. |
| Chairmanship | | The Committee will have the power to elect a chairman, who will be elected at the first meeting following the annual appointment of the Committee.  The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.  No councillor that holds membership of a co-opted community group can hold chairmanship of the Committee. |
| Frequency of meetings per year | | Quarterly |
| External Agencies allowed to sit on committee | | Yes. It is recommended to invite Barkisland, Soyland and Ripponden in Bloom groups, Rishworth Environmental Group, CROWS, The South Pennines Park, representatives of Calderdale Council and Together Housing.  Councillor Committee members who are members of a co-opted group must declare a prejudicial interest. |
| Secretariat services | | The Parish Council Clerk will provide secretarial services. |
| Ratification of minutes | | The Committee will approve its own minutes, and then send these to full council for information and inclusion in the formal Minute Book record. The council will retain minutes in perpetuity. |
| ***Convening*** | | The Clerk will convene Environment Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. |
| Standing orders | | The Standing Orders of the Council will apply to meetings of the Environment Committee. |
| **Delegated Authority** | |  |
| Create sub-committee for projects | | No |
| Review budget | | Yes |
| Authorise spending from Committee budget | | No |
| Decide on dates of meetings | | Yes |
| Liaise with external agencies | | Yes |
| Alter policy without significant change to Council policy or incurring any liability | | No |
| **Aims** |  | |
| 1 | To handles items passed from Full Council associated with horticulture, the environment, and any lands that the Parish Council owns, rents, or manages. | |
| 2 | To work in partnership with Calderdale Council, Together Housing, and local community groups over horticulture and environmental issues. | |
| 3 | To manage and maintain the Council’s burial grounds. | |
| 4 | To examine the management of milestones and benches. | |
| 5 | To monitor Ripponden War Memorial. | |
| 6 | To manage the annual Garden Competition. | |

**Minutes of the Ripponden Parish Council Environment Committee Meeting**

held at Ryburn United Football Club Ripponden on Tuesday 25th July 2023 at 7.15pm

The Acting Clerk welcomed Cllrs to the meeting.

**Councillors Present:**

 Cllr Carter, Cllr Crossley, Cllr Hunt, Cllr Greenwood, Cllr Webster

1. **To elect a Chairman for 2023/2024**

**ENV2023/24-01 Resolved** that Cllr Hunt be elected as Chairman for 2023/2024.

Cllr Hunt took the Chair.

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

Cllr Potts, Cllr A Naylor (ex officio)

1. **To approve the minutes of the meeting held on 14th March 2023**

**ENV2023/24-02 Resolved** that the minutes be adopted as a record of the meeting.

1. **To discuss Terms of Reference of the Environment Committee**

The meeting discussed the agenda item at length**.**

**Terms of Reference**

**1)** To handle items passed from the main Council associated with horticulture, the environment and any lands that the Parish Council owns, rents or manages

**2)** To manage the annual Garden Competition

**3)** To work in partnership with Calderdale Council, Together Housing and local community groups over horticulture and environmental issues

**4)** To manage and maintain the Councils burial grounds.

**5)** To examine the management of milestone and benches.

**6)** The Committee is made up of elected Councillors, co-opted members of the community and representatives from Calderdale Council and Together Housing. No Councillor, who is a member of the co-opted community groups, can hold the chairmanship of the Committee. They can be members of the committee but must declare a prejudicial interest.

**7)** To monitor the Ripponden War Memorial

**ENV2023/24-03 Resolved** that the Terms of Reference of the Environment Committee be presented to Full Council.

1. **To discuss the appointment of co-opted members for 2023/2024.**

The meeting agreed that representatives of Barkisland in Bloom, Ripponden in Bloom, Rishworth Environmental Group, Soyland in Bloom, Calderdale Council, CROWS and The South Pennines Park should be invited as co-opted members of the Environment Committee. Cllrs only, to have voting rights.

**To discuss the appointment of co-opted members for 2023/2024 (continued).**

**Cllr Carter** would make enquiries as to who was carrying out ‘in bloom’ work at Barkisland.

1. **Matters arising from the previous meeting**

**ENV2022-37** Cllr Greenwood queried progress with the agenda item. Cllr Webster confirmed that a number of quotes had been obtainedfor railings for the Ripponden War Memorial.

**ENV2022-38** Cllr Webster confirmed that sponsorship for the phone box repairs had not been progressed.

**ENV2022-39** The meeting was informed that this had been sanctioned.

**ENV2022-40** Cllr Webster confirmed that the sponsorship of dog poo dispensers had not been progressed.

**ENV2022-41** The meeting agreed that the Garden Competition was a means of instilling pride in the local environment and should go ahead in 2024. Cllr Greenwood would be the lead Cllr for the competition.

**ENV2022-42** Cllr Carter stated that Calderdale Council is responsible for matters relating to highways. The matter is being dealt with by Cllr Thornber who is liaising with Calderdale Council re weed clearance.

1. **To discuss the Committee Budget and Expenditure**

The meeting acknowledged the allocated funds of £10,000 towards the railings for the Ripponden War Memorial**.**

**ENV2023/24-04 Resolved** that the Environment Committee ask Full Council to identify whether a budget of £5000 could be allocated to the Environment Committee.

1. **To discuss the purchase of railings for the Ripponden War Memorial**

Cllr Greenwood discussed the quotes that had been obtained for various types of railings.The meeting discussed obtaining new quotes. Cllr Webster pointed out that the railings on Rochdale Road were constructed from powder-coated scaffolding type poles. The meeting agreed that the railings for the War Memorial on Oldham Road should be in keeping with those on Rochdale Road. The Acting Clerk was asked to obtain quotes from Northgate Fabrications Elland, Sparta Elland and John Feather Halifax. A further quote if required could be obtained from David Lockwood Scissett.

1. **To discuss the damage to and repair of the K6 telephone box on Rochdale Road**

Cllr Crossley asked, because of the continued vandalism, whether the telephone box should be repaired. Cllr Carter stated that the telephone box had been purchased by the Parish Council and should be kept in good repair particularly if the noticeboard was to be up and running.

Cllr Webster gave details of the costs for replacing the glass. The meeting considered whether Perspex could be used instead of glass but after discussion, it was felt that using Perspex was not an option as with time it would become brittle and discolour.

Cllr Carter suggested engaging with any young people living in the vicinity of the telephone box to see if they would like to be involved in how the telephone box is refurbished. The Acting Clerk was asked to liaise with Cllr Webster to progress.

**ENV2023/24-05 Resolved** that the telephone box is refurbished and to invite any young people living in the vicinity of the phone box to get involved with the project.

1. **To discuss the provision of play equipment at the Rishworth play area.**

Cllr Crossley explained that there is no provision for older children in the play area and noted that the area available is limited.

Cllr Webster queried the Rishworth Environmental Group’s (REG) approach to Calderdale Council regarding play equipment. Cllr Crossley informed the meeting that the group had been told by Calderdale Council that they would have to approach the Parish Council.

Cllr Carter explained that any play equipment, purchased by Ripponden Parish Council, is passed to Calderdale Council for maintenance.

Cllr Greenwood queried what equipment was envisaged. Cllr Crossley had spoken with children of the targeted age group (8/10 years) and a swinging basket was a popular suggestion.

Cllr Carter suggested that Calderdale Council is invited to the next meeting to discuss.

The meeting went on to discuss the Parish Council’s Memorandum of Understanding. Cllr Webster said it would have to be clarified on the Clerk’s return. The Acting Clerk would send a copy of paperwork relating to the document to Cllrs.

**11. To discuss the replanting of the War Memorials**

Cllr Greenwood discussed her conversation with Mr Atkinson about his offer to carry out horticultural work at the Rishworth War Memorial. Mr Atkinson had volunteered his time if he could be reimbursed for plants and petrol expenses and have a small plaque acknowledging his work. Cllr Greenwood had also broached the subject of the Ripponden War Memorial with Mr Atkinson. The meeting noted that while a plaque, if advertising a business, could not be displayed, there would other options available to promote any work carried out by Mr Atkinson.

The meeting agreed that Cllr Greenwood should contact Mr Atkinson to invite him to the next meeting/ consider being a co-opted member of the committee.

**The next meeting will be held on Tuesday 26th September 2023 at 7.15pm.**

The meeting closed at 9.09pm

**Minutes of the Extraordinary Meeting of Ripponden Parish Council Employment Committee**

Held at Ryburn United Football Club Ripponden on Thursday 17th August 2023 at 7.31pm

**Councillors Present:**

Cllr Carter, Cllr A Naylor, Cllr Thornber (Chairman Disciplinary Panel)

Also present Acting Clerk, and Mel Stead.

The Acting Clerk was unaware that apologies had been sent by Cllr Nothard at 6.54pm and at 7.15pm the meeting was not quorate.

The Acting Clerk informed the meeting that she had contacted YLCA as a matter of urgency on Friday 11th August 2023 to seek advice following the council meeting on 10th August 2023. The Acting Clerk had informed YLCA that, going forward, only one parish councillor was not conflicted and sought advice as to whether Cllrs from another parish would have to be used for a disciplinary panel.

The Acting Clerk had been informed that, as a micro-organisation, the parish council could fall back on ACAS guidelines to comply with employment law and it would not be necessary to have other, outside parish councillors at the disciplinary hearing.  The matter must be progressed in a professional manner by the parish council and Ripponden parish councillors, involved in the disciplinary panel, would be expected to act professionally and with integrity when considering the facts. The parish council would need to follow its policies regarding the disciplinary committee. During the verbal advice, the acting Clerk was informed that if the Parish Council’s hands were tied with quoracy, the parish council must evidence what actions were taken and why.

The meeting had been called for 7.15pm. The meeting commenced at 7.31pm.

Mel Stead joined the meeting.

The meeting listened to advice from the HR consultant Mel Stead regarding employment law, ACAS guidelines and the requirements of the parish council to fulfil its obligations to comply with employment law.

Mel Stead left the meeting.

1. **To elect a Chairman for 2023/2024**

**EC2023/24-01 Resolved** that Cllr Carter be elected as Chairman for 2023/2024.

Cllr Carter took the Chair.

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

Cllr K Naylor, Cllr Nicholls, Cllr Nothard. The apologies from Cllr Nothard (6.54pm) were not presented at the meeting as the Acting Clerk was unaware that apologies had been sent.

**3.  To discuss Terms of Reference of the Employment Committee**

The Acting Clerk confirmed that the Terms of Reference for the Employment Committee were those adopted by the Parish Council in 2022.

1. **To agree the Disciplinary Panel members to undertake the Disciplinary Hearing to be held on Monday 21st August at 2.00pm**

The Chairman advised that there is no statutory requirement in the Local Government Act in connection with quoracy and proposed that Standing Orders 3q 3w and 4d were suspended to comply with employment law and ACAS guidelines.

**EC2023/24-02 Resolved** that Standing Orders 3q 3w and 4d be suspended to comply with employment law and ACAS guidelines.

Cllr Thornber had been elected, by full council, as Chairman of the Disciplinary Hearing.

**EC2023/24-03 Resolved** that Cllr Greenwood is appointed to undertake the Disciplinary Hearing

**EC2023/24-04 Resolved** that Cllr Johnson is appointed to undertake the Disciplinary Hearing

**EC2023/24-05 Resolved** that Cllr Crossley is appointed as a substitute member of the Disciplinary Hearing.

**EC2023/24-06 Resolved** that Press and Public be excluded from the meeting as the matter for discussion is not in the public interest.

**EC2023/24-07 Resolved** that Press and Public are allowed back into the meeting.

The meeting closed at 8.16pm.