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**RIPPONDEN PARISH COUNCIL**

**Minutes of the Meeting**

**held on**

**18th April 2024**

Ripponden Parish Council - Full Council Meeting

The 1,252nd Meeting of Ripponden Parish Council held on Thursday 18 April 2024.

Location: Ryburn Utd Football Club, Ripponden.

Start time: 19:15

Present: Cllr A Naylor (Chair), Cllr C Johnson, Cllr G Potts, Cllr P. Hunt, Cllr G Whitworth, Cllr G Carter.

Absent: Cllr A Greenwood, Cllr C Green, Cllr J Matthews, Cllr R Thornber, Cllr K Naylor.

Lateness: Cllr J Crossley.

MINUTES

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

Noted.

1. To receive apologies for absence and lateness. C*llrs are reminded of the need to tender apologies to the Acting Clerk or Chairman if they are unable to attend.*

Apologies from Cllr K Naylor, Cllr C Green, Cllr R Thornber, Cllr A Greenwood.

1. *Public Participation - An opportunity for members of the public to address the Parish Council on any issues concerning them about the Parish.*

None.

1. To accept the minutes of the 1251th Meeting held on Thursday 4 April 2024.

**RESOLVED 19079** to accept the minutes as a lawful record of the meeting held on Thursday 4 April 2024. Proposed by Cllr GP, seconded by Cllr GC.

1. To receive Parish Councillors’ declarations of interest.

None.

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

Cllr C. Johnson reported upon the need to reset the annual assembly date. Cllr A Naylor will liaise with Cllr A Greenwood for a new date.

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

Cllr C. Johnson reported on the 9 April flag raising, the Ryburn Ward Forum. Cllr P Hunt update on the arrangement for the meeting between the WY Deputy Mayor for Policing and RPC, and the milestones. Cllr Potts spoke on local land and planning matters.

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

None.

1. To accept and authorise the revised complaints procedure.

Done in full council meeting of 04-04-24.

1. To accept and authorise the updated general privacy notice.

Done in full council meeting of 04-04-24.

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

**RESOLVED 19080** to agree Accounts for payment and note payments made (see schedule attached). Proposed by Cllr GC, seconded by Cllr PH.

1. To receive an update about financial internal controls relating to payroll and discuss action to be taken.

Cllr P Hunt read Cllr A Greenwood’s payroll oversight update and her recommendations for Standards Committee to become the Standards and Finance Committee with either an ex-officio member of this committee being the Chair of Employment Committee or an ex-officio member of Employment being the Chair of Standards and Finance.

Cllr G Carter agreed with the recommendations and agreed with the need for a mechanism to ensure payroll is paid correctly and accounted for according to audit and governance guidelines.

**RESOLVED 19081** to accept Cllr A Greenwood’s recommendations and to ask Cllr A Greenwood to bring the chosen format to the next full councilmeeting.Proposed by Cllr GC, seconded by Cllr GW.

Cllr J Crossley arrived.

1. To receive an update about internal audit.

Cllr P Hunt updated the council on the internal audit. Internal audit documents have all been submitted to the new internal auditor.

1. To review and authorise the risk assessment document.

Hold over.

1. To receive on going report about Rishworth War Memorial and discuss quotations for work.

The Council will approach other contractors for further quotations, as per the financial regulations.

1. To discuss any updates on CAT of the Ripponden Library.

Cllr A Naylor updated the council on the CMBC progression of the CAT.

1. To discuss Christmas lights quote and approve the purchase.

Cllr J Crossley updated the council on the Christmas lights.

**RESOLVED 19082** to approve the purchase of 35 Christmas lights at a total of £10,948.56 with the option of buying more where needed for Barkisland. Proposed by Cllr JC, seconded by Cllr GW.

1. To receive Correspondence
   1. Information only
   2. Invitations
   3. Correspondence received after the agenda went out

Cllr A Naylor updated on an email from George Jenkins about Remembrance Sunday and the FS band.

**RESOLVED 19083** to request the FS band for Remembrance Sunday 2024. Proposed by Cllr GP, seconded by Cllr GW.

**RESOLVED 19084** to exclude press and public.Proposed by Cllr AN, seconded by Cllr GC.

**RESOLVED 19086** to reinstate press and public.Proposed by Cllr GC, seconded by Cllr GW.

The bowling green issues will go on the next agenda. Cllr A Naylor will pursue further details.

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

Cllr G Whitworth updated the council on available properties for a temporary office. Cllr A Naylor will make enquiries as to parish boundary guidelines. Cllr G Carter will pursue her enquires about office space in Ripponden.

1. To discuss Planning Applications.

[**Proposed extension and internal alterations**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SA1KTUDWN1B00&prevPage=inTray)

Planning Application

Rose Cottage Ryburn Lane Ripponden Sowerby Bridge Calderdale HX6 4AQ

Ref. No: 24/00219/LBC | Received: Fri 08 Mar 2024 | Validated: Mon 18 Mar 2024 | Status: Pending Consideration

**RESOLVED 19087:** no objection.

[**Prune Trees (Tree Preservation Order)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SBEYH1DW0EY00&prevPage=inTray)

Planning Application

35 White Hart Fold Sowerby Bridge Calderdale HX6 4JS

Ref. No: 24/20065/TPO | Received: Thu 04 Apr 2024 | Validated: Thu 04 Apr 2024 | Status: Pending Consideration

**RESOLVED 19088** to leave the matter to the CMBC arboriculturalist.

[**1no Dwelling and parking**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SB0KILDWGR900&prevPage=inTray)

Planning Application

The Shambles 127A Oldham Road Ripponden Sowerby Bridge Calderdale HX6 4QG

Ref. No: 24/00287/FUL | Received: Wed 27 Mar 2024 | Validated: Wed 27 Mar 2024 | Status: Pending Consideration

**Comment already passed on 04-04-24.**

[**Conversion of barn to dwelling**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S99B89DW0CF00&prevPage=inTray)

Planning Application

Barn Adjacent Bowlers Cottage Lower Cockcroft Farm Cockroft Lane Rishworth Sowerby Bridge Calderdale

Ref. No: 24/00103/FUL | Received: Thu 22 Feb 2024 | Validated: Wed 10 Apr 2024 | Status: Pending Consideration

[**Conversion of barn to dwelling (Listed Building Consent)**](https://portal.calderdale.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S99BMKDW0CF00&prevPage=inTray)

Planning Application

Barn Adjacent Bowlers Cottage Lower Cockcroft Farm Cockroft Lane Rishworth Sowerby Bridge Calderdale

Ref. No: 24/00106/LBC | Received: Thu 22 Feb 2024 | Validated: Wed 10 Apr 2024 | Status: Pending Consideration

The CMBC planning site is down. The council cannot resolve to comment at the present time.

1. To discuss the grant application from Young at Heart Club.

**RESOLVED 19089** to pay £250 towards the cost of the trip. Proposed by Cllr GP, seconded by Cllr GW.

1. To approve the restoration of War Memorial plaque for £400, to be completed by Ryburn Men in Sheds.

**RESOLVED 19090** to spend up to £400 to restore the War Memorial plaque.

**RESOLVED 19091** tofund the cost of the plaque restoration from unallocated revenue reserves.

1. To discuss the appointment of Parish Council Staff.

Held over.

The meeting finished at 8.35pm.

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